

Auto Study

Faculty of engineering –Mansoura University



2011 – 2012

Index

content	Page number
First: Introduction	3
Second: descriptive data about the faculty	8
Third :Performance Evaluation	20
The First Axis: the Institutional Capacity	21
1- The Strategic Planning	21
2- The Regulatory Frame	34
3- leadership and Governance	56
4- Credibility and Morals	63
5- Administrative System	67
6- Resources	70
7- the society participation and the development of the environment	79
8- the Institutional Evaluation and quality systems administration	87
The Second Axis: the education effectiveness	93
9- Students and Graduates	93
10- Academic Criteria	102
11-Education Programs / courses	103
12- teaching and learning as well as financial facilities for learning	106
13- teaching staff	116
14- scientific Research and other scientific activities	122
15- Post Graduates	131
16- the continuous evaluation to education effectiveness	136

First: Introduction

A. The methodology of the study preparation

The followed methodology for preparing this study depended on the comprehensive descriptive and qualitative style to the Institutional Capacity and education effectiveness for the faculty, the measures that should be followed and the rules that we should stick to the continuous improvement and reinforcement to the quality of teaching and learning chances. On the other hand the methodology for preparing this study depended on a lot of consequent and integrative stages that are represented in its aims, the target sectors, its frame, ways and kinds of collecting data ,a poll to people beneficiaries, the scientific departments.

1.The goals of self study

This study seeks to achieve specification to the current position of the faculty in preparation for field visits.

2 The target sectors:

- The inner auditing committee in the faculty.
- The society parties that have relation and are interested in the issues of developing education in the faculty.
- The specialized committee that followed the national association for guaranteeing education quality which is concerned with evaluation and accreditation.

3-Designing the self study frame

The design of the frame of this study has been done in a way that helps to achieve the planned goals so this report include to main parts as well as appendixes.

- The preliminary data
- The institutional evaluation

4- the ways and types of collecting data

Preparing this study required two types of data: the documental and field data.

4/1 The documental data: (appendex4/1)/

The documental data includes different available published and unpublished and has a relation with the dimensions and the process of the education quality assurance. The main resources for this type of data is summarized as follows:

- The issued decrees of establishing the faculty of engineering Mansoura university and the laws and regulations that organize work in it.
- The periodical self study that the faculty prepared in the previous years and before setting up the quality assurance system.
- Auditing reports that the unit of projects administration to develop high education has made (the report of development by participation- the reports of constant development and qualification for accreditation).
- The reports of the internal auditing that the centre of quality assurance in the university has made in the previous years.
-

The Field data. (appendex4/2)

- **Brain storming:**

This way was used intensely to develop indicators, elements and characteristics that follows each standard from evaluation and accreditation standards as well as developing the measurements, quantitative and qualitative weights and preparing requirements lists.

A group of academic leaders and teaching staff had taken part in the processes and activities of brain storm.

- **Team meeting:**

This way is used in order to develop more characteristics that we need to measure to achieve requirements of criteria, indicators and elements of evaluation and accreditation for high education institutions. We have done suitable modifications and additions to what we had designed before and develop it through these characteristics .Various groups of academic leaders, students in addition to other society parties that are interested in the issues of the education development had taken part in these meetings . (appendex4/2)

- **Official Visits:**

Finally is used through making official invitations to the equivalent auditors and the members of the civil society to audit criteria, indicators and elements and characteristics that have been developed to be used in the evaluation process. We have benefited a lot from the reports that those experts hade made in making the suitable additions and modifications (appendex4/1).

- **Field Visits**

We have made field visits to internal sides and associations that have relation with quality and accreditation to high education institutions (the center of quality assurance in the university and the committee of education development projects in high education ministry) (appendex4/1).

- **A Poll to Final Beneficiaries and Scientific Departments**

After we had finished the preparation of the final draft of self study, the unit of quality assurance introduced it to the departments and the beneficiaries to get their impressions and opinions about this study.

- **Audit and Auditing :**

The preparation and direction of this study in its shape needs a comprehensive audit and auditing process to its content and in its various stages. It has been made more than once. A lot of parties have taken part in it including the responsible team for this study side by side with internal auditing committee in the faculty.

B. Second : The Study Team

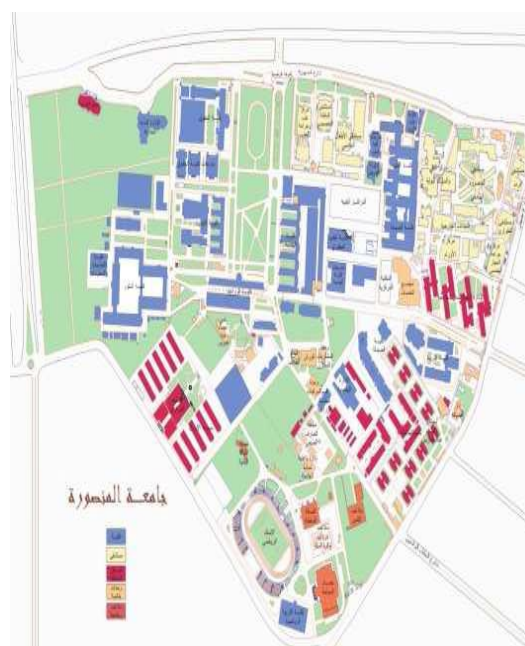
The Head of the Team	The members of the consultant Team	The Members of the executive Team	The standard	Serial Number
Prof. Mahmoud Mohamed Elmlegy	A.Prof./Maher Mohamed Abd Elrazk	A.Prof/ sheriff Ahmed Shetta Dr/ Eman Mohamed Elshat	The strategic planning	1
	Prof. Rezk Abd Allah Elbeyaly	Dr.Mohamed Gamal Abd Allah Dr.Ibrahim Abd Elghbafar Badran	The regulatory frame	2
	Prof Ahmed Abd Elftah Elsroury	Prof Magdi Salah Elazab Dr.Ahmed Youssif	Leadership and Governance	3
	Prof Hesham Arafaat Ali Khalifa	Dr.Mohamed Ahmed Elzarif Dr.Mohamed Eltantawy Elmaadawy Walaa Mohsen Mohamed	Credibility and moralities	4
Magdi salah Elazab Sawan	Dr.Mohamed Abd Elazeem	Dr.Mostafa Abd Elkhlek Elhussiny Ashraf Tawfik Eldeep Madeha Mohamed Ismael	Administrative system	5
	Prof Rezk Abd Allah Elbeyaly	Dr.Mosbah Rashed Mosbah Ebrahim Elhussiny Farahat	Resources	6
	Dr.Ibrahim Abd Elghbafar Badran	Dr.Mohamed Hassan Mansour Karema Ahmed Hussein	The society participation and the development of the environment	7
	A.Prof./Maher Mohamed Abd Elrazk	Dr.Mohamed sherif Elksas Dr.Mohamed Farag Awad Eldsouky	The institutional evaluation and	8

		Dr.Ali Ahmed Ali Elhadidi	the administration of quality system	
Zaki Mohamed Zeidan	A.Prof./Maher Dr.Mohamed Abd Elrazk	Dr.Ibrahim Abd Elghbafar Badran Dr.Mohamed Gamal Abd Allah Nahed Elsaid Ali Elsey	Students and graduates	9
	Dr.Fawkia Faheem Ismael	Sherif Ahmed sheta Dr.Eman Mohamed Elshahat Walaa Mohsen Mohamed	The academic standards	10
	Dr.Abd Elhameed Fawzy Abd Elhameed	Dr.Mohamed Abd Elazeem Karema Ahmed Hussein	The educational programs/courses	11
Kasem Salah Elalfy	Prof Hesham Arafaat Ali Khalifa	Samy Nahed Elsaid Elseisy Ahmed Elsayed Mansour		12
	A.Prof./Maher Mohamed Abd Elrazk	Mohameed Ahmed Elzereef Mohamed Eltantawy Elmaadawy Sara Mohamed Abd Elghany		13
	Abd Elhamed Fawzy Abd Elhameed	Eid Abd Elbaky Ahmed Ayman Sedeek Abd Elfatah		14
	Eman Mohamed Elshat	Eid Abd Elbaky Ahmed Abd Elhamed Fawzy Abd Elhameed Maha Abd Elhameed Elbasyouny Marwa Mohamed Abd Elghany	Post graduates	15
.Maher Mohamed	Dr.Abd Elhamed Fawzy Abd Elhameed	Mohamed sherif Elksas Mohamed Farag Awad Eldsouky Walaa Mohsen Mohamed	the continuous evaluation to	16

Second :

The first section: The descriptive data about the institution:

The name of the institution	: Faculty of Engineering
Kind of the institution	: Faculty
The name of the University	:Mansoura university
Kind of the university	: Governmental
Location	
Governorate	: Dakahlia
City	: Mansoura
Date of the Foundation	:1957 (industrial institution). 1974 turned to faculty of engineering 5 years
The duration of the Study	
The Language of the Study	Arabic - English



- The Academic leadership

N.	Job	Name	Scientific Degree
1	The Faculty Dean	Mahmoud Mohamed Elmlegy	Professor
2	The Vice Dean of Education and Students' affairs	Zaki Mohamed Zeidan	Professor
3	The Vice Dean of post graduates and researches affairs	Kasem Salah Elalfy	Professor
4	The Vice Dean of community service and environmental affairs	Magdi salah Elazab Sawan	Professor

The Scientific Degrees that the institution award
 Bachelor, Diploma, Master Degree and Doctor of Philosophy
 The number of students enrolled in bachelor stage

Sex	General Stage	Civil engineering	Electric engineering	Mechanical powers	Production and mechanical	Textiles	Architecture engineering	Computer and systems	Electronics and communication engineering	all	total
Male	1926	2034	707	797	254	84	119	150	394	6492	8996

Female	608	494	249	11	104	53	230	298	454	2504
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A statistic Statement of the Results of the fourth grade in the Bachelor Stage for the last five years

			2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
Examined students	Male		981	1106	1238	1208	1380
	Female		474	409	512	655	608
	Total		1455	1515	1750	1863	1988
Successful students first time	male		763	824	994	1044	1080
	female		400	343	449	609	513
	total		1163	1167	1443	1653	1593
Successful students second time	male		147	207	159	117	227
	female		43	50	33	35	76
	total		190	257	193	152	303
Success Grades	Excellence honors	male	13	22	17	14	25
		female	3	5	7	7	17
	Very good honors	male	59	35	36	30	56
		Female	20	10	33	38	52
	Excellence	Male	--	--	--	3	--
		Female	--	1	--	--	--
	Very Good	Male	66	66	84	105	95
		Female	25	22	51	65	65
	Good	Male	318	325	384	408	475
		Female	213	151	220	315	241
	Pass	Male	455	376	473	484	429
		Female	183	154	138	184	138

- Scientific Departments

Scientific Department	code	Serial Number
Mathematical and Engineering Physics	BAS	1
Electrical Engineering	EE	2
Computers and System Engineering	CSE	3
Mechanical Power Engineering	MPE	4
Production & Mechanical Design Engineering	PRE	5
Textile and Spinning Engineering	TXE	6
Architecture Engineering	ARE	7
Structural Engineering	STE	8
Irrigation and Hydraulics Engineering	IRH	9
Public Works Engineering	PWE	10
Electronics and Communication Engineering	COM	11

- The specific Programs**

1-Communication and Information Technology Engineering by Credit Hours(CIE).

2- Building and Construction Engineering(BCE)

- The number of teaching staff 2011/2012

data	male	female	total
On Workforce	193	19	2012
Seconded or special leave	64	2	66
Full deputed	14	--	14
Science mission	3	--	3
Total work force	274	21	295

- The number of teaching staff on workforce distributed according to their scientific degrees 2011/2012

data	male	female	total
Lecturer	71	12	82
Associated Professor	22	4	26
Professor	30	2	32
Full –time Lecturer	6	--	6
part time Lecturer	--	--	--
Full –time Associated	11	--	11

Professor			
part time Associated Professor	--	--	--
Full –time Professor	41	1	42
part time Professor	12	--	12
total	193	19	212

- The number of assistants on the faculty force 2011/2012

data	male	Female	Total
Assistant	96	37	133
Assistant lecturer	85	23	108
total	181	60	241

- The number of assistants on work force 2011/2012

data	male	female	total
Assistant	70	27	97
Assistant lecturer	66	19	85
total	136	46	182

- The number of envoys abroad 2011/2012

data	male	female	total
Assistant	16	1	17
Assistant lecturer	20	1	21
total	36	2	38

- The number of assistants that have unpaid special leave 2011/2012

data	male	female	total
Assistant	3	3	6
Assistant lecturer	6	9	15
total	9	12	21

- The number of teaching staff that have unpaid special leave 2011/2012

data	male	female	total
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Professor	4	--	4
Associated Professor	5	--	5
Lecturer	19	--	19
total	28	--	28

- The number of workers in the administrative system 2011/2012

data	male	Female	Total
male	180	217	397
female	78	112	190
total	258	329	587

- The educational programs that the faculty presents:

Serial Number	Program	The coordinating Department	The number of programs
1	Electrical Engineering	Electrical Engineering	1
2	Computers and System Engineering	Computers and System Engineering	1
3	Mechanical Power Engineering	Mechanical Power Engineering	1
4	Production & Mechanical Design Engineering	Production & Mechanical Design Engineering	1
5	Textile and Spinning Engineering	Textile and Spinning Engineering	1
6	Architecture Engineering	Architecture Engineering	1
7	Civil engineering	Structural Engineering Irrigation and Hydraulics Engineering Public Works Engineering	1
8	Electronics and Communication Engineering	Electronics and Communication Engineering	1
9	Communication and Information Technology Engineering with credit hours	Scientific council for Department	1

The total number of programs for Bachelor stage in the faculty of engineering	9
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The total number of programs in the faculty of engineering:9 programs

The total number of running programs : 9 programs

- **Second : post graduate stage**

The scientific Department	Diploma programs	Master Degree Programs	PhD Programs	the number of programs
Mathematical and Engineering Physics		Mathematical Engineering Physics Engineering	Mathematical Engineering Physics Engineering	4
Electrical engineering	Electric power engineering electrical machines engineering High voltage engineering Electrical networks protection electrical power exploitation renewable energy systems	Electric power and electrical machines engineering	Electric power and electrical machines engineering	8
Computer and Systems Engineering	Auto-control engineering Electronic computer engineering	Computers System Engineering Auto-control engineering	Computers System Engineering Auto-control engineering	6
Mechanical Power Engineering	Construction equipment engineering	Mechanical Power Engineering	Mechanical Power Engineering	8

	<p>agricultural equipment engineering</p> <p>power stations engineering</p> <p>cooling and condition engineering</p> <p>Erosion and lubrication engineering</p> <p>Hydraulic machines engineering</p>			
<p>Production & Mechanical Design Engineering</p>	<p>Progressive production engineering</p> <p>intermittent production engineering</p> <p>Industrial system engineering</p> <p>industrial design</p> <p>economics engineering</p> <p>Administrative systems engineering</p> <p>Erosion and lubrication technology</p>	<p>Production Engineering</p> <p>Industrial Engineering</p> <p>Processes researches</p> <p>Mechanical Design</p>	<p>Production Engineering</p> <p>Industrial Engineering</p> <p>Processes researches</p> <p>Mechanical Design</p>	14
<p>Textile and Spinning Engineering</p>	<p>Spinning engineering</p> <p>weaving engineering</p> <p>knitwear and ready clothes engineering</p>	<p>Textile and Spinning Engineering</p>	<p>Textile and Spinning Engineering</p>	8

	Non-traditional clothes engineering textiles equipment engineering Textiles factories administration			
Architecture Engineering	Urban Planning engineering Building Technology engineering	Architecture Engineering	Architecture Engineering	4
Structural engineering	Structural engineering	Structural engineering	Structural engineering	14
Irrigation and Hydraulics engineering	protective constructions engineering construction and Building engineering	Irrigation and Hydraulics	Irrigation and Hydraulics	
Public works engineering	Survey engineering soil and foundations engineering transport and traffic engineering Road ways and airport engineering irrigation sewage engineering	Public works engineering	Public works engineering	

The number of centers that has a private nature: Two

1-The center of studies, research and engineering consultations

2-The center of technical, laboratory and scientific services

It includes of the following units

- The unit of workshops Technology
- the unit of engineering labs.
- Training Unit
- The unit of technical services
- The unit of public services

Areas and equipment of the faculty and its facilities:

Data	Total area m ²	Student/ m ²	standard
Lectures halls	2442	1,41	1,50
Teaching hall(exercises)	2318,10	229	2,00
Sketching Halls	1945		
Scientific Department labs.	8978	9,17	6,00
Computers Labs	923	094	2,00
Language labs	296	1,74	2,00
workshops technical	2025	2,07	3,00
offices of teaching staff and their assistants	2680,60	6,70	

The area dedicated for each student was calculated as follows

Lectures halls= (the area×4study periods/day)/total number of students

Teaching halls, labs and workshops=
(the area×4study periods/day)/ 40%total number of students

language labs
(the area×4study periods/day)/ 40%total number of students

- The means of communication with the faculty

Mansoura – The Republic Street –campus –the main gate for the sea street

Telephone:2244403- (050) 2244426

2245758 - (050) 2244105

Fax: (050) 2244690

Website: www.mans.edu.eg/faceng/arabic

E-mail : engfac@mans.edu.eg

Mail Number : 35516

Third: Evaluation

The first axis: the institutional capacity

1-The strategic planning

1/1The strategic plan for the faculty

1/1/the environmental analysis the faculty (SWOT)

The faculty administration approved the preparation of the strategic plan and its mechanism as follows:

1- Forming the committee of the plan preparation

2- Six workshops were held to raise the awareness about the importance of the strategic plan and the ways of analyzing the inner and outer environment and introducing for this planning. The members of the executive team of the strategic plan attended. A symposium was held for all the employees in the faculty for this respect.

3- Collecting data and information through:

- The available statistics in the faculty (physical and human resources).
- Interviews with parties and officials that have relation with the subject.
- Questionnaires and field survey

4- Pinpointing the strength and weakness points which were documented in the strategic plan for the faculty.

5- Pinpointing the beneficiaries and their motives .These were already mentioned in the strategic plan for the faculty.

6- Making the executive plan for in the strategic plan.

7- the qualitative and the quantitative analysis was used in the environmental analysis in which the strategy was designed and documental audit and auditing , interviews and notices on the strength and weakness points , chances and threats. The faculty

uses the outcome of the analysis to define the weight of each employee from the strategic factors and making a comparison with the outcomes in the equivalent faculties.

Students, academic leaders, teaching staff and members from civil society took part in preparing clear and specific matrix for the inner strength and weakness points, chances and the outer threats.

The outcomes environmental analysis were introduced to discussion with internal parties such as dean, vice deans, heads of department and representatives for teaching staff, assistants and administrators as well as outer parties that represent the civil society and work market organizations(graduates-parents- public and private companies- urban institutions and works of contracts...).

This plan was directed in its shape after it was revised by scientific departments and adopted by the faculty council dated 11/10/2010 and adopted by the university council dated 27/11/2011.

The strategic plan for the faculty reflects the strategic plan for the university well. Both are based on the main axes which are education, science research, society service, raising the efficiency of performance and quality assurance.

1/1/2 VISION AND Mission

After finishing the quartet analysis and defining the gap, the vision and mission of was modernized and

The faculty council session No (428) dated 11/10/2010 adopted it.

It was depended in formulating the faculty vision and mission on the environmental analysis to define the requirements that we need to achieve. A lot of parties inside and outside the faculty took part in formulating the faculty vision and mission. These internal parties include administrative and academic leaders (dean, vice deans, heads of department and representatives for professors, assistant professors lecturers, assistants, assistants and students' union...) to become as follows:

The vision of the faculty is represented in that the Faculty of engineering is seeking in the next five years to gain the confidence and satisfaction of the national and the international society and everybody witnesses that it has credibility and specialty in its educational, research and service products.

The missions of the faculty is represented in that it's a governmental educational faculty that uses science and knowledge in preparing research cadres and engineers through its education programs according to the standards and provide the society with service that beneficiaries are satisfied with.

The vision and mission of the faculty was spread inside and outside the faculty in various means such as brochures, students' guides, in front of the faculty buildings, inside and outside teaching halls, main propaganda panels and on the internet. It also

has priority in any publications of any symposia or workshops or even meetings in the faculty.

The faculty intends to revise the vision and mission periodically every five years at maximum to catch up with the national and the international developments to prepare efficient to provide the society with service that beneficiaries are satisfied with.

The Strategic Goals1/1/3

The terminal ends based on the environmental analysis were defined as follows:

1- The faculty of engineering Mansoura University is distinguished in the field of engineering education nationally and internationally.

2- The faculty of engineering Mansoura University is distinguished in the field of applied research.

3- The faculty of engineering Mansoura University makes great and important contributions in the service of the society and the development in its local environment. It was depended in formulating on the environmental analysis and strategic goals for the faculty the terminal end to reinforce the strength and recover the weakness sides and benefit the available chances and avoid any threats that affects negatively on its performance.

A lot of parties inside and outside the faculty took part in formulating the terminal ends and the strategic goals department councils, the committees of students' affairs ,postgraduates and environment development in addition to the representatives from engineers syndicate and public and private companies and institutions. the terminal ends and the strategic goals were introduced to discussion with parties inside and outside the faculty These internal parties include administrative and academic leaders (dean, vice deans, heads of department and representatives for professors, assistant professors lecturers, assistants, assistants and students' union...) as well as outer parties that represent the civil society The faculty council session No (428) dated 11/10/2010 adopted the terminal ends and the strategic goals.

the terminal ends and the strategic goals of the faculty was spread inside and outside the faculty in the faculty website and the quality assurance unit.

The faculty intends to revise the vision and mission periodically every five years at maximum to catch up with the national and the international developments to prepare efficient to provide the society with service that beneficiaries are satisfied with.

The faculty policies

The faculty has policies that include the sides of education, scientific research and community service and developing the environment. The committee of students' affairs is concerned with drawing the education policies for students in the bachelor stage; the committee of post graduates is concerned with drawing the education policies for post graduates and the committee of community service and developing the environment is concerned with drawing the programs for community service and developing the environment. These policies are represented in:

1. The application of rules and ways of quality assurance on all aspects of the faculty activities from education, scientific research and serving the society.
2. The progressive development for all aspects of the faculty activities and all aspects of the education process
3. The progressive development for regulations, rules and governance mechanisms for all aspects of the faculty activities.
4. Satisfying the needs and expectations of the society from what the faculty renders from services that includes graduates, training courses, consultation services, engineering services... etc
5. The best use of available resources and reinforcement of the means of benefiting from them as well as putting priorities for this use.
6. The reaction with the latest updates in science and technology and not only passing them to our students but also developing these updates.
7. Respecting the strategic plans and their executive plans as well as taking measures and mechanisms that guarantee the implementation of these plans perfectly.
8. The constant examination for resolutions and activities according to its policies and the strategic plans and their executive plans.
9. Flexibility, open mind, tolerance, and transparency in practices, resolutions, policies and plans.
10. The achievement of equality and justice among students, teaching staff, assistants and employees in the faculty.
11. Satisfying the beneficiaries without disturbing the quality of the products and outputs of the faculty or any contradiction with engineering and science fundamentals.
12. Administrating a system depends on specific mechanisms, rules and plans in all the activities of the faculty and not on mono vision.
13. Respecting the public values and morals of the science society in all practices and activities as well as the faculty commitment with the guide of profession morals.
14. Documenting all activities and making comprehensive databases for it.
15. Adopting the policies of linking rewards with efforts and quality in performance.

These policies were introduced to discussion with parties inside the faculty which include administrative and academic leaders (dean, vice deans, heads of department and representatives for professors, assistant professors lecturers, assistants, assistants and students' union...) as well as outer parties that represent the civil society. The faculty council session No (428) dated 11/10/2010 adopted these policies. The faculty intends to revise and modernize these policies periodically every five years (a course of graduating a number of academic programs) to catch up with current developments and the needs of the society.

1/1/4The excusive plan to apply the strategy of the faculty

The final copy of the excusive plan to apply the strategy of the faculty is accurate and clear in applying the strategy of the faculty. It shows clearly that the faculty needs development according to the standards of the association of education quality assurance and accreditation. This plan includes the ends and goals of the strategy of the faculty. There are mechanisms in the plan to implement the activities. There are also certain definition for responsibilities for doing jobs and activities that the plan includes. There is a supreme committee that meets to discuss progress in the plan and the obstacles that it faces. All concerned parts took part in these responsibilities. The plan has a certain timing and convenient schedule for all stages of implementation. There are also certain indicators to evaluate and develop the implementation processes. This implementation plan was translated into approximate financial budget that has fixed features and high economic return where the cost of each measure was determined. A lot of concerned parts inside and outside the faculty took part in the plan and its implementation.

There are mechanisms to guarantee the application, following up and modernization:

1. The strategic plan committee meets periodically to discuss the changes in the environments internal and external the environment and making a suggestion about the modifications and deliver them to the dean.
2. The quality assurance unit is concerned with the follow-up and the implementation of the executive plan.
3. A Plan of three months is introduced to the dean to pass it to the concerned to implement the periodical activities.
4. The reports of achievement about the activities are delivered to the quality assurance unit to suggest the required modernization in the plan and pass it to the dean.
5. A three months' report from the implementation sides about the rates of achievement and obstacles in front of the implementation and suggestion of modernization is passed to the dean.
6. The quality assurance unit passed annual report to the faculty council about the progress of the plan, obstacles and suggestion of modernization.

There are funding resources for the implementation of the plan. The faculty depends on the funding of the project of constant development and qualification for accreditation to implement the activities of the plan beside the participation from the university and the financial resources from CIE, the center of technical, laboratory and scientific services and its private units as well as the center of studies, research and engineering consultations. The faculty plans to reinforce its self resources through activating the units that has private nature and encouraging the foreign students to join the faculty and the portion of the faculty from the charges for bachelor and post graduates

The connection between the strategic plan of the faculty and of the university:

For the mission:

The mission of the faculty reflects mission of the university well. Both are based on main axes which are education, scientific research and community service.

For the terminal ends the strategic goals:

The plan covers all the terminal ends the strategic goals of the faculty. We put in front of the end the goals that we want to achieve well as the measures that we should take the executive steps for implementation also in front of the goals the executive steps the indicators of success which we derive through analytic prospective. We put in front of the executive steps two executive priorities according to two criteria. They are the impact of the implementation on performance and filling the gap in it and the cost of implementation.

For the plans and programs of development:

The connection between he plans and programs of development in the faculty strategy and the terminal ends the strategic goals of the university is clear.

The following table shows how far the strategic plan of the faculty is connected with the strategic plan of the university.

A comparison between the strategic plan of the Faculty of Engineering and of the Mansoura University

<i>Aspect of comparison</i>	<i>Mansoura University</i>	<i>Faculty of Engineering</i>
<i>vision</i>	Mansoura University seeks in the next coming five years to: <ul style="list-style-type: none">• Holding the position and the leadership among the adopted Arab and Egyptian Universities.• Reaching the standard of the best three hundred global remarkable universities in providing distinguished environment for education and researches according to the international quality standards.• Leadership and excellence in providing specialized technical and professional services for different sectors in regional and national community.	The vision of the faculty is represented in that the Faculty of engineering is seeking in the next five years to gain the confidence and satisfaction of the national and the international society and everybody witnesses that it has credibility and specialty in its educational, research and service products.
<i>Mission</i>	<ul style="list-style-type: none">• Mansoura University is a government	The missions of the

	<p>university aims to achieve quality and specialty in education and researches and community service in a standard that qualify it to hold position among the best Arab and Egyptian Universities.</p> <p>This is achieved through many interests such as :</p> <ul style="list-style-type: none"> • Modernizing and developing the study programs according to the modern international attitudes and according to the international standard and taking into consideration the local conditions. • Caring for the progressive education, distant learning technology and open learning. • Promote the performance of employees and removing poor performance ones. • Providing leaders with the correct data to take the best resolutions and provide reference budgets. Keeping the best elements from teaching staff and employees. 	<p>faculty is represented in that it's a governmental educational faculty that uses science and knowledge in preparing research cadres and engineers through its education programs according to the standards and provide the society with service that beneficiaries are satisfied with.</p>
<p><i>The Strategic Goal</i></p>	<ol style="list-style-type: none"> 1. Promote the performance of employees and removing poor performance ones. 2. Providing leaders with the correct data to take the best resolutions and provide reference budgets. 3. Keeping the best elements from teaching staff and employees. 	<ol style="list-style-type: none"> 1. Supporting and improving the institutional capacity by making the human element by its different role have a value in an integrative system for the quality of professional engineering services in the faculty of engineering.
	<ol style="list-style-type: none"> 1. Social and economic feasibility study evaluating the education programs and the current study plans in all 	<p>Developing the academic standards</p>

	<p>faculties and deciding whether to leave them or combine them or cancel them or reformulate the frames and the governing criteria to establish programs and new specializations.</p> <p>2. The courses: the scientific content ,the compromise between the age requirements and the work markets needs, the criteria and characteristics of authoring ,ways and methods of teaching ,the dedicated hours for it and the spaces in them left for students and the cost</p>	<p>for educational programs for teaching engineering sciences in a way that suits the nature of the Egyptian society and satisfy the needs of the national standards so that faculty of engineering can hold a sublime leading position in the field of teaching engineering sciences</p>
	<p>1. provide a distinguished support for students to develop their performance and reinforce their learning chances.</p> <p>2. The expansion in the variety of modern education means, electronic learning in teaching halls and using non traditional ways.</p> <p>3. The development of the abilities of teaching staff in teaching and evaluation.</p> <p>4. The development of students' performance and the constant support for them to achieve a distinguished education.</p> <p>5. Improve the electronic services through giving students private electronic card give him access to know all academic data from records, exam results and allow him to borrow from libraries and gain access to the university electronic gate beside other services that are rendered through doing the students' activities and the uses of the Olympic Village as well as all the university facilities and the wireless internet inside the campus</p> <p>6. Encouraging interactive programs which helps communication among teaching staff and take care of the role of academic guide.</p>	<p>2. Improving and developing teaching and learning methods to create and maintain an educational environment to achieve innovation and promote quality and efficiency of teaching and learning process.</p>

	<p>7. The expansion in the specific programs to achieve sublime standard of education and upgrade the performance of students' affairs in the administrations of the faculties and the university.</p> <p>8. Provide and improve the infrastructure for students services to increase their chances in learning and progress.</p> <p>9. Establishing modern infrastructure for faculties and university institutions from libraries, language learning centers and others as well as the expansion in setting up technology clubs in the university.</p>	
	<p>10. A long term research plan that takes part in the development and the prosperity of the local community and Delta that is based on the need of the community to the university as a centre of consultations, development and services .</p> <p>11. The quality assurance of scientific research to reach international admission as a rich research centre that has the ability to competition in different scientific research fields.</p>	<p>3. Promote the efficiency of scientific research so that the strategy of scientific research can satisfy the needs of the society and achieve the highest standards and levels of international academic research and abide strictly by morals and values of scientific research and according to the cultural identity of our society.</p>
	<p>1. Develop the strategies and the programs to increase non governmental financial resources from donations and gifts that the different sectors in the community renders.</p> <p>2. Develop the strategies and the</p>	<p>4. Reinforcing the society participation and the environment development and the auto resources of the faculty by</p>

	<p>programs to increase non governmental financial resources from donations and gifts that the different sectors in the community renders.</p> <p>3. Reinforcing the role of the university in the service of the community.</p>	<p>the constant reading to the society needs and achieving efficiency in using the resources to maximizing the return from the consultations services and improve the quality of life.</p>
	<p>1. Checking the university projects that have the environmental features periodically and making sure that they are in the service of the community and the development of the environment The development of the courses in the scientific departments in the faculties in a way that includes the element of subjective evaluation according to the quality assurance standards and be adopted from the councils of the university and the faculty.</p> <p>2. checking of the axis of teaching and learning in the five year strategic plan annually before rendering it to the Egyptian council for funding high education.</p> <p>3. All scientific departments prepare annual report about their progress through a committee of strategic planning and a follow up from education and students' affairs council and quality assurance and accreditation centre in the university.</p> <p>4. Reinforcing the measures of internal auditing to the education axis in the five year plan for the university.</p>	<p>5. Establishing a system of constant evaluation and quality administration to achieve the faculty goals. This is done through the regular auditing and the constant evaluation for these programs and activities.</p>

<p><i>Terminal end 1</i></p>	<ol style="list-style-type: none"> 1. The university is keen on providing the student with all origins of knowledge, advanced scientific research methods, lofty values and morals as well as a good role model. The university is also keen on developing his character in a way that makes him capable of innovation, challenge, leadership, self learning, team work and local , regional and international competition. 2. The expansion in the specific programs as in the faculties of medicine ,engineering and pharmacology also in training programs in languages in the faculties of commerce and law to guarantee the achievement of quality and excellence in education. <p style="text-align: center;">The regional expansion through the inauguration of branches of the university in the neighboring countries such as Kuit and Sharika to serve the largest circle of students and open learning as one of the axes of education</p>	<p>Faculty of engineering Mansoura university is distinguished in the field of engineering education locally and regionally.</p>
<p><i>Terminal end 2</i></p>	<ol style="list-style-type: none"> 1. A long term research plan that takes part in the development and the prosperity of the local community and Delta that is based on the need of the community to the university as a centre of consultations, development and services 2. The quality assurance of scientific research to reach international admission as a rich research centre that has the ability to competition in different scientific research fields. 3. setting up co programs with the Egyptian fund for innovation to show the importance of innovation and research in the service of industry and fund the researches that has application features 	<p>Faculty of engineering Mansoura university is distinguished in the field of applicable researches.</p>

<p><i>Terminal end 3</i></p>	<ol style="list-style-type: none"> 1. Checking the university projects that have the environmental features periodically and making sure that they are in the service of the community and the development of the environment 2. Increasing the cooperation and interaction with the representatives of different community sectors such as banks, industry and local councils and others to enlighten the university with the problems of community and the environment that these sectors faces and need the participation of the university to find solutions to them. 3. Increasing the awareness of the problems of community and the environment through the participation of academic specialists <p style="text-align: center;">In local and national program</p>	<p>Faculty of engineering Mansoura university makes great contributions in the service of community and the development of its local environment.</p>
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In the light of the former there is a promising and renewable strategy at the same time it follows the steps of the strategy which the university defined. the university supports and encourage the faculty to implement it. the university supports the development projects through financial and administrative facilities for all the development projects which the faculty adopts especially in the field of administrative and academic leaders, providing electronic services, supporting the libraries system, quality assurance systems and students affairs through the information and communication techniques centre. The education and students' affairs and education sector, post graduate studies sector and the environment affairs sector take part in supporting the plans and the programs of the faculty through the concerned funds(the education services fund-researches fund –the community service and the environment development-...)

1/2 The competitive position of the faculty

1/2/1 the competitive features of the faculty and its role in the society:

The strategy of the faculty reflects its independent character and distinguished features of the nature of its activities. The strategy of the faculty work on the direction of academic specializations towards the mission of the faculty to preparing research cadres and engineers through its education programs according to the standards and provide the society with service that beneficiaries are satisfied with.

For example the faculty introduced education programs such as information and communication engineering, building and construction engineering and technology and environment administration to satisfy the needs of the society from graduates.

The faculty strategy highlights its community responsibility towards the local and regional society clearly and specifically. The faculty defines the community problems that the faculty should solve in a way that strengthens its link with the society and the national problems and developing the performance of the graduate engineers in the light of the news challenges. One example for these practices is that the faculty organize symposia in participation with the outer institutions for qualifying graduates for work market . the faculty held some workshops, symposia that are concerned with the environment problems such as the global warming and heating surface and the increase of sea level and some development issues such as the development of the north of delta in addition to what the lab and technician services center do from tests and analysis as well as preparing the technical reports and the participation of the centre of studies and engineering consultations in the urban planning in Egypt in the development plans as well as the participation of the teaching staff in the faculty in the preparation of the studies evaluation of the environmental effects for some of the development projects in the area such as the expansions of the Dakhlia Company for Sugar and Teba factory for iron and steel in Gamsa through the centre of the studies evaluation of the environmental effects in the university(based in the faculty of engineering) other activities that the three centers do in addition to what the teaching staff that are specialized in the communication techniques and information systems do in the administration of the specialized centers (the centre of the communication techniques and information systems – the centre of scientific account).

The competitive position of the faculty

Previously the policies and the plans of the faculty took part in the improvement of the competitive position of the faculty . this is represented in :

1. Formulating some strategic goals that accompany the international trends and the work to achieve them such as the use of educational programs with credit hours and the modification of the regulation of the post graduate studies and introducing new programs in partner with some European universities such as the university of Ibertay and Nottingham (the united kingdom) and the technology university in Athena.
2. Granting scholarships to teaching staff and their assistants by the adopted international universities and granting scholarships institutions.
3. Availability for the members of teaching staff to compete in the field of scientific research(publication in the international science magazines).

4. The competition with graduates on the regional levels in the different engineering sectors.
5. Introducing specific programs such as CIE and technology and administration of the environment master degree .
6. The development of the numbers of the joined students with the post graduates programs from the sons inside and outside the region.

Long term ambitions:

The strategy includes the ambitions of the faculty. It collects and analyze the data about the future trends in the engineering profession that can affect the performance of the faculty on the long term such as the expansion in the electronic learning and the increase in the trends to join the faculty of engineering and the future needs of the community institutions and making a well studied comparison studies between it and other equivalent faculties on the local and regional levels.

The regulatory frame:

2/1 The regulatory frame and the supporting administrations: (appendix 1 2-1)

2/1/1 The adopted and convenient regulatory frame(appendix 1 2-1-1)

The design of the regulatory frame of the faculty is based on the law of the universities organization(49) 1972 and the Complementary laws and its executive regulation and its forms have been modernized in the light of the quality and accreditation standards so that the unit of quality assurance becomes a main unit organizational and executive in this regulatory frame (*appendix 1 2-1A*) the regulatory frame *document*)

The regulatory frame of the faculty is represented in:

1. The faculty council : It consists of (33) members from teaching staff in the faculty and two members represent the local community (*appendix 1 2-1b*)

2. The faculty administration is represented as the following:

N.	Job
1	The Faculty Dean
2	The Vice Dean of Education and Students' affairs
3	The Vice Dean of post graduates and researches affairs
4	The Vice Dean of community service and environmental affairs

3. the scientific departments : eleven scientific departments and they are:

Scientific Department	code	Serial Number
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Mathematical and Engineering Physics	BAS	1
Electrical Engineering	EE	2
Computers and System Engineering	CSE	3
Mechanical Power Engineering	MPE	4
Production & Mechanical Design Engineering	PRE	5
Textile and Spinning Engineering	TXE	6
Architecture Engineering	ARE	7
Structural Engineering	STE	8
Irrigation and Hydraulics Engineering	IRH	9
Public Works Engineering	PWE	10
Electronics and Communication Engineering	COM	11

The authorities, responsibilities, specializations and the roles: [\(appendix 1 2-1b\)](#) the articles 26-61 from the law of the universities organization(49) 1972

The regulatory frame of the faculty is characterized by the clear specification of authorities and specializations. The dean is the head of the faculty and the three vice deans helps him each in his concerns according to the previous shape of the regulatory frame .the faculty is administrated through its council which was shaped according to the law of the universities organization. One of the good practices of the faculty administration is the periodical and monthly meeting where the dean, vice deans ,and the departments heads to study the topics and their legal frame before introducing them to the faculty council.

The regulatory frame of the faculty depends on the deputation in authorities according to laws and regulations as the following:

1. Deputing the authority of the dean in case of his travel to one of his vices.
2. Deputing the authority of the head of control to one of the members of the control in case of his travel through The Vice Dean of Education and Students' affairs.
3. Deputing the authority of the head of the department to one of the members of the department in case of his travel through the dean.
4. Deputing the formal committees that follows the vice deans to take the necessary in urgent matters.

The responsibilities of the academic leaders: (appendix 1 2-1b)

<i>Serial number</i>	<i>official</i>	<i>Jobs</i>
<i>1</i>	The faculty council (33 members headed by the dean)	planning, coordinating, following and evaluation of education and postgraduate in the faculty.
<i>2</i>	The dean	The scientific ,financial and administrative affairs. The application of rules and resolutions of the faculty and university councils
<i>3</i>	The Vice Dean of Education and Students' affairs	The students' affairs administration Graduates' affairs Students' care administration
<i>4</i>	The Vice Dean of post graduates and researches affairs	The post graduates Researches Cultural relations Science Magazine Library
<i>5</i>	The Vice Dean of community service and environmental affairs	Preparing and participating in the organization of symposia and workshops that the faculty organize
<i>6</i>	The head of the council of the scientific council	The educational and research affairs in the department and they are governed by the rules of the university and the regulation .the council of the department monthly.

The responsibilities of the executive leaders

There is accurate definition of the administrative responsibilities and making the administrative executive decisions. The administration redistribute the human resources in the regulatory frame in suitable places with their scientific qualifications, specific specializations , their skills, intellectualities, scientific skills and gained leadership to treat the functional distortion in some administrative departments.

***The specialized departments in the faculty: the regulatory frame for the administrative departments:* (appendix 1 2-1-1 d)**

1-The teaching staff affairs' Department

It's concerned with:

1. Employments ,promotions, leaves , Secondments faculty, assigned them to other universities.
2. The decisions of periodical premiums
3. Employing those who have the scientific titles in the jobs of professors and associated professors
4. Statistics and financial settlements that are concerned with the retirements

2- Personnel department

1. The implementation of laws ,regulations and systems that concerns the employees.
2. The secret reports ,moreover and periodical incentive and promotions.
3. Different kinds of leaves : bulleted leave and leave the bar and the project of personnel treatment
4. The training courses, Representations of Marital status ,sanctions and retirements.
5. Personal Status records, temporary forms and the forms of the private insurance fund.
6. The files of permanent workers and employees
7. The additional compensation, death grant and insurance numbers.
8. Doing pension works

3- Legal affairs department

This department is concerned with:

1. The legal works and investigations that the professor/ Dean of the faculty and the general manager of the faculty assigned to.
2. The legal works that come from the public department of legal affairs- lawsuits ,investigations ,grievances ,contacts and giving law opinions.
3. The recommendations that are related to the contracts competition committees.
4. The students' fraud minutes.

4- The financial affairs department

This department is concerned with:

1. The financial works that are related to the private accounts and the units that have private nature.
2. The movement and travel allowances and rewards for students and all settlements.
3. Financial settlements for scientific conferences and courses.
4. Restoring the charges of students that leave the faculty.
5. The temporary and permanent advances.

5- Purchases department

This department is concerned with:

1. Organizing the purchasing works that are related to scientific and administrative departments .
2. Tenders and purchasing practices by direct order to satisfy the needs of the faculty.
3. Receiving the articles and complete the documents of purchasing from the suppliers and their settlements.

6- The engineering affairs department

This department is concerned with:

1. All the works of maintenance (electricity, plumping, carpentry, telephone, printers and photographing) .

7- The stores department

This department is concerned with:

1. Adding of articles that come to the stores.
2. Holding the books written off 4stores and the books 3 stores.
3. Opening and making cares in the faculty to workers ,employees and teaching staff.
4. Satisfying the needs of the different departments.
5. Preparing inventories at the end of the financial year.

8- The account unit department

This department is concerned with the supervision on the financial works.

9- Dues department

This department is concerned with:

1. The salaries and rewards of the teaching staff and their assistants.
2. The settlements that are related to the promotion and the cash of the leaves stock for the teaching staff and their assistants.
3. The letters of renewal for private leaves ,loans and the items of the salary
4. The forms of dues for banks, companies and other sides.
5. The dues for the Egyptian censorship association on the governmental insurance.
6. Financial settlements and gradation.
7. Making the dues for (internal missions-co supervision scientific missions- external missions –grants and loaning) .
8. The data for Tax Authority annually.
9. The salaries of the employees in the faculty (the specialized /office/technician/workers) .
- 10.the renewal of leaves of employees(the specialized /office/technician/workers) .
- 11.the wages of temporary employment and rewards for them.
- 12.the exam rewards of students affairs ,post graduate , training courses and all other rewards to the employees in the faculty.
- 13.The settlements of the employees that is result from joining the service duration and promotions.
- 14.The forms of dues for employees who have loans from banks and companies
- 15.The forms of dues for banks, companies and other sides monthly.
- 16.The dues for the Egyptian censorship association on the governmental insurance for those who have cares.
- 17.recoding the works that the department do in records annually.

10 Archives department

1. Keeping the students answer notebooks ,records and books of the administration of the faculty after the end of the duration of the keep in the department.
2. Collecting the archives after the end of the duration of the keep and selling them in auction.

3. External outgoing :the letters that go out from the faculty to the university administration.
4. External incoming : the letters that come to the faculty from the faculties of the university or out of the university .
5. the university outgoing : the letters that go out from the faculty to the university administration
6. the university incoming the letters that come to the faculty from the university.
7. The out going of the faculties: the outgoing cheques from the faculty to the other faculties.
8. The cheques book :the cheques that come from the account unit and distribute it to the dues ,the supplies, and financial affairs.
9. The cheques book of the university: the cheques that go out from the faculty to the university administration.
- 10.The outgoing of the scientific magazine :It's concerned with the issuing of the scientific magazine to the Egyptian, Arab and foreign universities.

Budget department

It's concerned with :

1. Opening records for the first ,second ,third, fourth and sixth at the beginning of each financial year.
2. The enrollment process in the previous articles for funds that come to the faculty budget from the public administration.
3. The settlement of the items that concern the salaries, purchases .dues that are exchanged on the faculty budget
4. The requirements and reinforcements to treat the budget deficit at the end of each financial year.

Treasury department

It's concerned with :

1. Exchanging the salaries of the employees and teaching staff in the faculty.
2. Receiving the charges and auditing them in the account unit.
3. Supplying the charges to Egyptian Alhly bank.
4. A replacement for sustainable replacement.

Public affairs department

It's concerned with :

1. The cleanliness of the faculty and conservation of the public appearance.
2. The supervision on green spaces and trees around the faculty.
3. Organizing work inside teaching halls and their clean.
4. Attendance and leave of all employees in the faculty.

The students' affairs department

It's concerned with :

1. Receiving the new students that are admitted in the faculty through Coordination Office.
2. Receiving and delivering the forms of medical examination to the new students.
3. Making movements from and out the faculty.

4. Extract enrolment certificates.
5. Preparing the sitting numbers for written exams and oral cards.

Students' welfare department

It's concerned with :

1. The students' activities with their different kinds.
2. Activating the activity of Social solidarity to support the unable students.
3. The administrative and financial works for students' union in the faculty.

Graduates ' affairs department

It's concerned with :

1. The extraction of temporary and original certificates and the grades and marks statement that the students have through the study years.
2. The Liberation patent graduates and auditing it.
3. Preparing statistics of graduates
4. The Liberation of the ministerial decrees and auditing them.
5. Auditing the students data in the bachelor from their files before the Liberation certificates, patent
6. and the ministerial decrees.

Post graduate studies department

It's concerned with :

1. The enrollment and the follow up of the master degrees and PhDs programs as well as the diploma of post graduates studies to get their scientific degrees.
2. Making sure that all the requirements of the faculty regulation and the resolutions of the university council are available at the time of enrollment and introducing the thesis and forming the jury.
3. Preserving the data of supervision and the dates of enrollment and grants for the master degrees and PhDs degrees
4. Using the post graduates studies program from techniques and information center in the university to do all the works of the department.

The cultural relations department

It's concerned with :

1. Facilitating the travel of assistant lecturers and assistants to their destinations abroad (foreign expeditions -co supervision- foreign scholarships).
2. Facilitating the travel of teaching staff whether through the co supervision , scientific missions ,or in attending conferences scientific symposia and training courses.
3. The follow up the implementation of the conventions and the executive programs that are held between the university and the other Arab and foreign.

4. Facilitating the travel of teaching staff whether through the co supervision , scientific missions ,or in attending conferences scientific symposia and training courses.
5. The follow up the implementation of the conventions and the executive programs that are held between the university and the other Arab and foreign.
6. The follow up of the suggested invitations from the scientific departments to foreign professors and facilitating their attendance and residence to give scientific lectures.
7. supply techniques and information center with the data of teaching staff members permanently.
8. The preparation of files of the candidates for scientific awards to encourage them on their scientific excel(university awards- the state awards- international awards).
9. The preparation of files of the applicants for research projects that serve the issues of community and the environment.

The library

It's concerned with :

1. Serving the internal reading.
2. Serving the external borrowing
3. Serving the search in the database.
4. Serving the search in the periodicals.
5. Photographing for teaching staff , their assistants ,students and postgraduates students' students.

Computer and information net department

It's concerned with :

1. Maintaining the computers, printers, (Data shows).
2. Training the teaching staff ,their assistants and their administrative on different programs.
- 3.

The specialized committees that achieve the quality standards

The committees that are derived from the quality assurance unit.

There are a lot of committees that are derived from the unit to achieve the ends and goals. They are

1. The strategic plan committee

<u><i>The committee missions</i></u>		<u><i>The head of committee</i></u>	<u><i>The coordinator</i></u>	<u><i>The number of the members</i></u>
1	Modernizing the strategic plan for the institution	One of the teaching staff that has experience in strategic planning	The manager of the quality assurance unit	12
2	Linking the plan of the faculty with the plan of the university			
3	Making the mechanisms for modernizing the regulatory frame of the faculty and setting up new units			
4	Making the mechanisms for modernizing the vision and mission of the faculty			
5	Making the mechanisms for choosing the academic leaders and the plans to improve their performance.			
6	Making ethics charter for the institution and making the mechanisms to guarantee their implementation			

2. The committee of the members of teaching staff ,postgraduates and scientific research

<u><i>The committee missions</i></u>		<u><i>The head of committee</i></u>	<u><i>The coordinator</i></u>	<u><i>The number of the members</i></u>
1	Preparing the scientific research plan of the faculty.	The vice dean of the postgraduate studies	One of the committee of the members of teaching staff ,postgraduates and scientific research	5
2	Making the mechanisms for modernizing the postgraduate studies of the faculty.			
3	Making the mechanisms for encouraging the scientific research.			
4	Reinforcing the aspects of			

	distinguish in the institution.			
5	Achieving the required ratios of teaching staff and their assistants in the scientific department to deal with the increase and decrease.			
6	Technical support to all departments through the preparation and modernizing the specification of courses and study programs and through the preparation of reports about the programs and courses in the post graduate stage.			
7	The mechanisms for the adoption of study courses to the national academic standards NARS in the post graduate stage.			
8	The mechanisms for the activation of self learning system.			
9	The mechanisms for the adoption of new modern and adopted methods for evaluation.			
10	The periodical auditing for the strategy of teaching and learning.			

3. The engineering committee

	<u>The committee missions</u>	<u>The head of committee</u>	<u>The coordinator</u>	<u>The number of the members</u>
1	Cadastral and blanks coding system in the faculty in the main building.	One of the members of teaching staff committee	One of the members of teaching staff	5
2	Making database to monitor the quality and efficiency of resources and structure of learning , the students'			

	activities, the state of benches, study halls and scientific equipment in laboratories.			
3	Making plans for developed infrastructure and creating convenient work conditions for the mission of the committee and supervising their implementation and maintenance mechanisms.			
4	Making the mechanisms for the best use of the available resources to provide the educational service and deal with the numerical density of students such as re housing the scientific departments and administrations and making a vacuum and time system to guarantee the utmost benefit from teaching vacuums			

4. The committee of study programs and courses and students' affairs

<u>The committee missions</u>		<u>The head of committee</u>	<u>The coordinator</u>	<u>The number of the members</u>
1	Technical support to all departments through the preparation and modernizing the specification of courses and study programs and through the preparation of reports about the programs and courses .	The vice dean of education and students' affairs	One of the members of education and students' affairs committee	5
2	The mechanisms for the adoption of study courses to the national academic standards NARS.			
3	The mechanisms for the activation of self learning system.			
4	The mechanisms for the			

	adoption of new modern and adopted methods for evaluation.			
5	The mechanisms for the modernizing the library.			
6	The periodical auditing for the strategy of teaching and learning			
7	Preparing the policies of supporting the students' affairs in all fields(academic – social).			
8	Evaluation and correction the efficiency of students' affairs			
9	Providing the necessary support to students' activities inside the faculty and joining it with the quality of the education.			
10	The modification of the policies of the students' approval in study programs			
11	Making the mechanisms to guarantee an efficient system for exam administration			
12	Making the mechanisms for the activation of academic guidance and students' leadership.			

5. The electronic education and information technology committee

	<u>The committee missions</u>	<u>The head of committee</u>	<u>The coordinator</u>	<u>The number of the members</u>
1	Establishing communication nets that are necessary to internal and external link for the faculty.	One of the teaching staff	One of the teaching staff	5
2	Making the mechanisms that are necessary for transferring courses to electronic ones.			
3	Transferring and downloading thesis ,books and model			

	answers electronically.			
4	Modernizing the faculty website and the work on its enrichment with the necessary information.			
5	Modernizing and publishing CVs of teaching staff in the faculty on the university website.			
6	Establishing an electronic library that contain previous exams to serve the students in public.			
7	Simplify the educational process by using modern electronic means.			

6. The committee of self resources ,community and the environment

<u>The committee missions</u>		<u>The head of committee</u>	<u>The coordinator</u>	<u>The number of the members</u>
1	Making the mechanisms for the developing self resources in the faculty.	The vice dean of community service and developing the environment	One of the members of community service and developing the environment committee	5
2	Monitoring the applications of scientific research and providing services to the community.			
3	Making a plan for the participation of units that have private nature in the financial resources of the faculty.			
4	Making the mechanisms for marketing the research and training consultations.			

7. The committee of following the self study and self evaluation

<u>The committee missions</u>	<u>The head of committee</u>	<u>The coordinator</u>	<u>The number of the</u>

				<u>members</u>
1	Following and implementing the work plan that the supreme administrative committee had adopted.	The manager of the quality assurance unit	One of the teaching staff	5
2	Collecting the data that are concerned with the standards of self study.			
3	Classification for the collected data.			
4	Analyzing the data the have been classified and preparing data basis.			
5	Preparing the documented that concerns the self study			
6	Preparing the preliminary reports about the outcomes of the executive plan for the strategic plan and following its implementation			
7	The evaluation of the performance of the different work committees.			
8	The study on land and making a plan for improvement.			
9	The evaluation of the used indicators in standards and their outcomes.			
10	Auditing the introduced documents and make sure of their credibility .			
11	Auditing the content of the future work plan .			
12	Making sure that the necessary modifications on the plan have been audited through the reports.			
13	Making sure that all the reports have been adopted by the concerned committees.			

8. The committee of developing the administrative system and training

<u>The committee missions</u>		<u>The head of committee</u>	<u>The coordinator</u>	<u>The number of the members</u>
1	Making the mechanisms and plans	One of the	One of the	5

	to develop the administrative system in the faculty.	teaching staff	teaching staff	
2	Making the mechanisms for choosing ,nominating and promoting the administrative leaders.			
3	Making the suitable distribution for human resources in the administrations.			
4	The evaluation and the correction of job satisfaction for employees and making work plans to improve them.			
5	Working on establishing the values and concepts of spreading the quality of culture among teaching staff and employees in the unit.			
6	Holding scientific conferences that are concerned with the evaluation and the development of performance and the importance of quality assurance in the educational institution.			
7	Preparation ,implementation ,follow up and evaluation of internal training plans.			
8	Making workshops about the standards of quality that concerns the activities of educational process.			
9	Preparing and developing the training programs according to their needs.			
10	<ul style="list-style-type: none"> • Making different training plans to fill the skilful and professional gap to all concerned categories in the institution . • Making progressive training and qualification programs to the employees in the assistant department such as the library, 			

	stores ,secretaries and others.			
11	The qualification of the members of teaching and professional staff and their assistant academically for the educational process.			
12	making training plans to the different teams to technical support to implement and follow the works of quality.			

9. The publication , propaganda and public relations committee

<u>The committee missions</u>		<u>The head of committee</u>	<u>The coordinator</u>	<u>The number of the members</u>
1	Holding workshops and symposia to spread the culture of quality and definition of the development and activities projects	The manager of the quality assurance unit	The manager of the quality assurance unit	5
2	Propaganda and advertisement about the activities and implementation stages of the development projects by all means of publication.			
3	Propaganda and advertisement about the students' and educational services in the institution by all means of publication.			
4	Propaganda and advertisement about the policies of the institution by all means of publication.			
5	The inventory of all beneficiaries in the faculty and activating the contact with them (inside – outside).			
6	The inventory of the problems of the beneficiaries and making mechanisms for treating them.			
7	Following the opinion of the public in the services that the			

	faculty render.			
8	Improving the faculty figure in the services that the faculty render			
9	The definition of the faculty programs.			
10	The participation in the students' meeting.			

10. The questionnaire committee

<u>The committee missions</u>		<u>The head of committee</u>	<u>The coordinator</u>	<u>The number of the members</u>
1	Pinpointing the timetable for the work plan with in the cooperation with the self study and the annual report of the faculty.	The manager of the quality assurance unit	One of the teaching staff	5
2	Preparing the investigation forms In accordance with the required standards.			
3	Making the statistics and pinpointing the samples that are based on the standards according to the numbers in the faculty.			
4	Analyzing the results of the questionnaire in cooperation with the self study standards committee.			

11. The committee of the coordinators of the quality assurance unit in the departments

<u>The committee missions</u>		<u>The head of committee</u>	<u>The coordinator</u>	<u>The number of the members</u>
1	The constant contact with the unit to stand on every thing new.	The manager of the	One of the assistant to the	11

2	Distributing and collecting the questionnaires the are concerned with the unit on the members of the department council..	quality assurance unit	teaching staff	
3	Passing complaints of the members of the department council. And their assistants and technicians in what concerns the unit to the manager of the unit.			
4	Reporting the current activities of the unit to the members of the department council. And collecting the reactions towards these activities.			

The adoption of the regulatory frame for the institution

The faculty council has modernized and adopted the regulatory frame of the faculty in its meeting No.(494) dated 9/4/2012 and the university is currently going to adopt it.

The authorities, responsibilities, specializations and the roles

The authorities relations

The regulatory frame of the faculty is characterized by the clear specification of authorities and specializations. The dean is the head of the faculty and the three vice deans helps him each in his concerns according to the previous shape of the regulatory frame The faculty is administrated through its council which was shaped according to the law of the universities organization. The regulatory frame of the faculty depends on the deputation in authorities where the dean depute the head of the department to take urgent resolutions that are necessary for the continuity of work except the matters of appointments which must be done through the council of the faculty. They have the authority to hold urgent councils to research and discuss the urgent issues that are related to their departments

The responsibilities of the academic leaders

There is accurate definition of the a responsibilities and making decisions whether the academic or the executive. the faculty is characterized by the redistribute the human resources in the regulatory frame in suitable places with their scientific qualifications, specific specializations , their skills, intellectualities, scientific skills and gained leadership to treat the functional distortion in some administrative departments.

The specialized administrations for the educational process support.

The specialized administrations to provide the necessary support in the faculty for example there are three sub administrations under the administration of education affairs. they are the administration of enrollment , the exams affairs administration and graduates administration each in its concern. (appendix 1 2-1-1 5).

Each administration is efficient to some extent in its tasks. There is a manager, specialists for each administration. Each administration apply the retribution system in doing their works. we have made a poll among the concerned inside the faculty about how far the specialized administrations for the educational process support are efficient. Each administration trains its employees to make sure of good performance. we have made a poll among the students about the performance of these administrations.

The crises and disasters administration

The adequacy of the available means to deal with the crises and disasters

1. spreading the awareness among the employees and training them on the best behavior to deal with crises .
2. the faculty set up an equipped unit to the crises and disasters unit.
3. The faculty provide the unit with diagrams of the faculty facilities and buildings illustrating on them the facilities nets.
4. Documenting all events in (the crises record).
5. The faculty is planning a trainer for The crises and disasters administration

The responsibility of the crises and disasters administration (appendix 1 2-1-1 h).

The responsibility of the crises and disasters administration ha been activated. The prof. / the dean of the faculty has decreed that on of the teaching staff supervised the crises and disasters administration and administratively responsible for the direction of the unit's tasks which can be summarized as following stages :

The first stage : Before the crisis

1. The predictions of the coming crises and disasters: when and where they will happen.
2. Preparing the plans and sketches of the scenarios to take precautions before they will happen.
3. spreading the awareness and holding training workshops.
4. Developing the mechanisms of monitoring and early alarming in the field of crises and disasters.

The second stage : Confrontation and containment:

1. The implementation of the plans and sketches of the scenarios to take precautions that have trained before. .
2. The implementation of works of Confrontation and relief
3. Doing the works of emergencies.

The second stage : equilibrium

1. Inventory of losses for individuals and buildings
2. The qualifications : It means restoring the activity.
3. Putting the protection methods from dangers in the future.
4. The evaluation of measures.

The job specification (appendix 1 2-1-1 i)

The faculty has made the job specification to specify the leading , academic , administrative and technical job tasks. They have been adopted by the faculty council in the meeting No. 421 dated 15/6/2010 and the university is going to adopt them.

The job specification is the basis for the work in the different jobs in the faculty .this specification is derived from the university regulations and the law of universities by putting the suitable employee in the suitable place from one hand and on the other hand to achieve the compromise among the policies of work ,regulations and laws on the other hand.

The quality assurance unit (appendix 1 2-1-2)

The organization sides in the quality assurance unit

The head quarters of The quality assurance unit is in the third floor from the administrative building . the Board of Directors manage the unit and it's formed by a resolution from the university every three years and is renewable.

(appendix 1 2-1-2 a)

There is administrative regulation adopted from the faculty council in its meeting No.431 dated 17/1/2011 it adopted the financial regulation of the center of quality assurance which was adopted from the university council dated 24/7/2006 (appendix 1 2-1-2b).

Board of Directors of quality assurance

. the Board of Directors manage the unit and it's formed by a resolution from the university every three years and is renewable. The organization frame consists as follows :-

The Faculty Dean

The Vice Dean of community service and environmental affairs

The Vice Dean of Education and Students' affairs

The Vice Dean of post graduates and researches affairs

members of teaching staff

members of teaching staff

members of teaching staff

the manager of the faculty

The Faculty Dean	Chairman of the Board of Directors
The Vice Dean of community service and environmental affairs	The vice Chairman of the Board of Directors
The Vice Dean of Education and Students' affairs	A member
The Vice Dean of post graduates and researches affairs	
members of teaching staff	
members of teaching staff	
members of teaching staff	A member
the manager of the faculty	A member
One of businessmen	A member
One of the graduates who works outside	A member
The administrative manager of the unit	The secretary of the Board of Directors
President of the Students' Union	A member
Student: the first on the first grade	A member
Student: the first on the second grade	A member
Student: the first on the third grade	A member

We can invite two of teaching staff to attend the meeting of the Board of Directors of the unit without having the right to vote to benefit from their experiences in the field of the education development.

We appoint

A financial official for the unit through a resolution from the manager of the unit after the approval of Chairman of the Board of Directors.

The coordinators of the scientific departments in the unit.

The Board of Directors meets every month according to the invitation of Chairman of the Board of Directors or upon a request from the majority of the members. The meeting cannot be correct unless the absolute majority attends. The Chairman of the Board of Directors chairs the meeting and the vice Chairman of the Board of Directors is chairing the meeting in case of his absence. All resolutions are issued through the majority of votes and if the votes are equal the side of the chairman wins.

The participation in different activities

The unit takes part in the exposure and discussion of the issues of the quality in the faculty on the level of the councils. The unit is represented in all committees by its members and also in the faculty council. There is also a quality coordinator in each department that exposes and discusses the issues of the quality each month.

(Appendix 1 2-1-2c).a set of committees come out of the unit which we mentioned

above in (appendix 1 2-1-2d). The manager of the unit is represented in the university quality assurance to discuss the issues of the quality all over the university.

3-The Leadership and Governance.

3/1 Choosing the Academic Leader.

3/1/1 the methodology of choosing the Academic Leaders.

Choosing the academic leader in positions of responsibility is a strategic resolution and needs transparency and special characteristics to achieve a better standard of efficiency and effectiveness. The existence of aware leaders that enjoy efficiency, high scientific qualifications, fairness and leading characteristics in the summit of the university pyramid guarantee the establishment of good university culture among teaching staff and all employees in the university .this also achieve the co existence among them reinforce their efforts and provide health climate to team work which achieve common goals. upon this we put standards to choose the academic leaders which was adopted from the faculty council in its meeting number 432 dated 14/2/2011 in addition to the standards which the supreme council of universities put to choose the academic leaders on the levels of the department, faculty and the university.

The faculty is keen on the effective participation for teaching staff and express their opinions at choosing and appointing the academic leaders after investigations have been made.

Recently the supreme council of university put more transparent mechanisms which allow the teach staff and effective participation at choosing the Academic leaders on the levels of the department, faculty and the university.

3/2 The type of the leadership and the official councils practices

3/2/1 the methodology of choosing the Academic Leaders.

The faculty adopted a democratic type of leadership which encourages on the participation and expression of opinions and freedom to express criticism and innovation. The free discussion is the method which is followed to reach correct resolutions. after investigations have been made on teaching staff and their assistants, student and employees the results show that there is a democratic type of leadership in its dealings. The leadership takes into consideration the point of views of the society sides in the development of the faculty in the official councils and their opinions and periodical meetings. Representatives on teaching staff and their assistants, student and employees take part in the education committees and suggestion of exam timetables and means of evaluation and students support.

The leadership is keen on taking into consideration the point of views and propositions of the employees in the faculty and investigating their complaints. the quality assurance unit is concerned with recording these opinions and analyzing them statistically and passing recommendations to the concerned official to investigate his motives and reasons .there is a unit for complaints . In addition to that there are periodical meeting every month and every term.

The leadership is keen on the activation of mechanisms to reaction such as :

- Open door policy and periodical visits to the different departments.
- Taking the suitable decisions to defines the priorities of development.

The official councils such as the faculty council and the students' affairs and post graduate studies committees in the discussion and making decisions that are concerned with teaching and learning. the faculty allows the invitation of representatives on students in the faculty council and departments council when discussing the students' matters such as exams' timetables , study timetables and developing syllabuses and regulation in addition to that representing the students directly in the scientific conference to the departments and the faculty.

The official councils in the faculty hold the responsibility in discussing all issues of teaching and learning issues in a way that achieves the best performance .some of these issues are:

- The university book.
- The electronic leaning.
- The summer training for students.
- The evaluation and external auditing and the interest in polls among the students in teaching and learning methods...etc.
- The specification of programs and their courses.
- Report programs and the necessary improvements plans for that.
- The research plan and the follow up of post graduate students.

The official faculty councils put mechanisms to develop the education programs on the levels of university and postgraduate studies and benefit from the feedback in the development of formulating the executive committees and others for follow up and development stages(the analyzing the gap stage , the first stage of improvement, the evaluation stage, the implementation of strategic plan ,the constant improvement and comprehensive quality stage as mentioned in the strategic plan of the faculty).

The faculty implement the decisions that are concerned teaching and learning that the official councils handle such as the specification of programs and courses and asking the help from the equivalent auditors, polls among the students in the content of the programs and teaching and learning methods, publishing the courses electronically on the faculty website and dividing the students into groups inside one grade and putting the characteristics of the exam paper as well as training the concerned parties and providing the development procedures and the requirements of programs specifications and the development stages.

[3/3 the development of the administrative skills](#)

[3/3/1 training](#)

The faculty provides training plans to develop of the administrative skills to the academic leaders in cooperation with the university quality assurance center and the center of the university performance development through the unit of developing the teaching staff abilities and the center of preparing leaders. The quality unit formed a training unit insider it to inventory the training needs and planning and coordinate the training programs in the light of that the faculty put specific definite and announced programs and the mechanisms of its implementations so that leaders can be trained on

them. The goals of the programs include the target trainees, trainers ,the place and the time of training , the raining subjects , the content of the programs, the follow up and the evaluation of training,. This year they were represented in the legal sides in the universities, the administrative skills, quality assurance and accreditation, the effective communication skills, meetings administrations and the leadership's skills. The leadership needs training on the information technology and prepares the faculty and the teaching staff in it for accreditation. This was clear in the follow up the performance and documental course and the time needed to finish tasks and the satisfaction of employees and the teaching staff. Training unit in the quality unit is concerned with putting and applying these procedures.

The mechanisms of the implementation of the training programs

A specific procedures for the implementation of training programs/courses for academic leaders. These procedures are announced on the faculty website and adopted from the board of directors of the unit and these procedures are announced on the faculty website the page of training. It also comes first in the Publications of the unit and training materials which are distributed on the trainees. These procedures are represented in the lectures ,workshops and simulations. The performance of trainee is followed by their administrations to evaluate how far they benefit from courses and the programs the had.

Financial allocations for training

The faculty provides Financial allocations for training courses for teaching staff and their assistants from the self resources of the faculty from the units that have private nature such as the center of services and engineering consultations.

The faculty is keen on making a training cooperation protocol. According to it the faculty trains the students all over the faculty on the computer skills and the software that deal with the engineering problems such asMatalab, otocade , sab, primavara

The faculty adopts the policy of building bridges between it and the institutions that have relation with providing the free training opportunities for the students of the faculty in addition to what these institutions render from education resources which participate in promoting the efficiency of training halls(electronic boards-computers)

3/3/2 the training evaluation indicators

The training programs are represented in the time management , work stresses , the information technology, performance evaluation and communication skills. large numbers of academic leaders have passed these training courses which is a good indicator that these programs are positive.

3/4 The information system and official documentation Databases

The faculty took part in the project of the mechanization of systems in the university. Data have been already turned into electronic data which include all departments(

students' affaires department, postgraduate studies department, teaching staff department ,stores department ...etc.)

The faculty is keen on linking the different departments and the accuracy of inputs and their constant modernization to facilitate all tasks that the faculty undertake.

The faculty is working hard to establish the systems of the internal quality administration to facilitate all tasks that all the departments in the faculty undertake and provide legal and administrative information electronically that are needed to support decisions such as regulations and laws that have relations.

There is a bad need for training some officials that are in charge of the electronic systems and that have-not electronic skills well.

The faculty is keen on archiving ,recalling ,handling all documents electronically in a way that catch up with the international quality standards through numerous application of electronic systems which the information and communication techniques center in the Mansoura university has modernized for example:

<i>The name of the program</i>	<i>The target category</i>	<i>The types of documents</i>
Elfaraby to administrate the quality assurance	The members of the teaching staff	Autobiography – specification of courses – reporting courses...
Ibn Elhaitham to administrate the students' affairs	students	Students' affairs – recruitment data –education and exams affairs- courses –control works- graduate affairs
Elfaraby to administrate the employees' affairs	All employees in the faculty	All personal data about the employee (job – marital status- educational status- financial status –the identity card in the university)

The archiving handling of the documents

The faculty is keen on archiving ,recalling ,handling all documents electronically.

3/5 The role of the leadership in developing the self funding

3/5/1 the development plan for the self resources

The faculty administration seeks through its physical and spiritual support and what it renders from facilities to the teaching staff to bring the development projects for the faculty from the donors organizations and sides inside and outside the university.

The self funding resources are varied in the faculty through the funded projects from the donors organizations or from the private resources of the programs ,the units that have private nature and from the portion of the faculty from the faculty charges for bachelor and postgraduates stages.

Then faculty uses the self funding in supporting the education and research process. It aims to activating the role of the units that have private nature in the development of self resources through:

- The development of the services rendered from the units according to the needs of the society.
- Supporting the potentialities of the units.
- Emancipation of unites from red taps .
- Linking the rewards with the achievements standards .
- The Promotion and marketing the private units through the faculty website and brochures.

The units that have private nature

There are two units that have private nature. Each of them have its own financial and administrative system that stick to its independent regulation and its own message:

1- The technical and lab services center

- a. The workshops technology unit.
- b. The engineering labs unit
- c. The public services unit.
- d. The training unit.
- e. The software unit
- f. The technical services unit .

2- The engineering consultation and students center.

The relations and reactions with productive and services sectors in the community.

The faculty is keen on the activating the communication channels with productive and services sectors in the community that surrounds it such as the Dakhlia governorate ,Damietta governorate and the educational infrastructure association and the company of drinking water and sewage. There are members from teaching staff in the councils of the board of directors in these companies.

sectors in the community that surrounds it such as the Dakhlia governorate ,Damietta governorate and the educational infrastructure association and the company of drinking water and sewage. There are members from teaching staff in the councils of the board of directors in these companies.

The faculty is keen on holding the celebration parties for the graduates where books are distribute and invite the beneficiaries from these programs and show on them what the graduates have studied and the capabilities of the graduates. the are in the committee of public relations communication lists with these sides and the name of the officials in them and the means of communication with them.

The faculty arranged an employment forum.

The motivation of teaching staff members to develop self resources.

The faculty provides means of physical motivation for teaching staff to develop self resources for the faculty through the participation in the research projects , the units

that have private nature, the development projects in the faculty, training protocols with the ministry of education and the project of developing the members of teaching staff capabilities. the following timetable show the ratio that each member has in the participation in the development of self resources according to the financial regulation for units that have private nature.

The role of leadership in the activation of the units that have private nature

There are in the faculty two units that have private nature. They are the technical and lab services center and The studies ,research and engineering consultation center. The dean of the faculty heads their board of directors councils and his vice in the two councils and the vice dean for the community service and developing the environment. their existence in these units help with the activities of these units and they can pass some red tap procedures which hinder the work in them. The administration of the faculty provides places and human and financial resources which helps the performance in these units efficiently which will be reflected on the faculty financial resources that are necessary for supporting research and educational activities.

Credibility and morals

Intellectual Property Rights and publication:

Intellectual Property Rights and publication commitment

The faculty commit the intellectual property rights and publication and take the following measures:

- It bans the use of unlicensed ready programs on the computers inside it.
- It doesn't allow its employees copy workbooks which is an aggression on the authors rights to protect the literary and artistic workshops.
- Holding the symposia and open meetings to discuss the intellectual property rights and its importance and abiding by them.

The culture of the intellectual property rights has been published through making the brochure of the moralities of the profession and publishing it on the quality assurance website on Mansoura university website. these brochures had been distributed on the members of the teaching staff ,their assistants and employees from administrative.

Fair practices and the commitment of the moralities of the profession

There are definite and declared measures to guarantee justice and non discrimination among the members of teaching staff ,assistants ,students ,and employees to apply financial regulations of the university and the regulation of rewards and teaching . Of the measures to guarantee justice and non discrimination among the members of teaching staff ,assistants as follows:

Provide equal opportunities in missions and distribution of burdens.

Applying the promotions on all employees

The distribution of supervision on master degrees and PhD among all supervisors from professors(the internal regulation for postgraduate studies in condition that the number of thesis that each member of teaching staff not more than 10 thesis in addition top the conditions of internal and external publications).

Distributing the rewards and incentives in the light of the applied rules in the faculty.

Distributing the budget on the departments according to the numbers of member of teaching staff (the conferences and scientific research budget as well as the allocated sums to departments from Fellowship Fund).

Employing the members of teaching staff ,assistants offices with specific standards without discrimination.

Applying the rules on all students and equality in learning opportunities and practicing the activities and evaluation. All these measures are declared and practiced fairly.

Each administrative is evaluated through annual report and the results of it is reported to each member and he has the right to complain about what was written in it .

An office for complaints and suggestions has been set up and the committee of students 'and education and the faculty council have adopted it dated 7/6/2010.

The manager of the complaints and suggestions unit receives complaints and suggestions through alfaraby system and answered electronically.

The credibility in the promises given in response to complaints and suggestions

After the study and analysis of complaints and suggestions rendered through a committee formed by a resolution from the faculty council for this purpose, it studies the suggested solutions for them and pass them to the concerned sides (the dean and vices) to take the necessary measures to correct them and present them to the faculty council .a committee report the presenter of the complaint or the suggestion the results of the resolutions which were made (preferred electronically and in paper).

The measures of correction for unfair practices

The measures and the necessary correction decisions in the faculty to treat unfair practices. Of these measures:

- Re-patch the exam paper for students that complain about their marks and the marks of a number of them have been increased.
- Redistributing the lectures time table among professors when on of them complain.
- The faculty made an emergency plan to correct unfair paths at the moment they have been discovered such as the distribution of teaching burdens, rewards and incentives, learning methods and evaluation tools and the activation of faculty resolutions that are issued to correct unfair paths. The faculty benefits from the feed back from the beneficiaries in resolutions that are issued to correct unfair paths.
- The inventory of all complaints and correction measures and the presented appeals from all grades and specifications.

No conflict of interests among different parties in the faculty:

The faculty put a declared ,documented and accredited that clears the specializations of the different parties in the faculty such as plans and different departments and administrations regulations. The faculty settle the conflicts and interests opposition at the moment they occurred among the similar administrations.

It's considered when the examiners committees and theses examination that the members of these committees have no relative relation with the examined until the fourth degree.

Code of ethics

The practices of the Code of ethics

The guide of Code of ethics:

The faculty has made a declared, documented and accredited Code of ethics in a shape of guide that all members of teaching staff abide by. All members of the faculty took part in making this Code of ethics.

The ethics charter includes the job moralities practices on all levels such as (the commitment of Code of ethics, the honesty of dealing with fellows, bosses and the bossed, respecting the rights of others ...etc). this guide includes references to the laws and rules that are applicable in case of the violation of this Code of ethics. the punishments are varied in the light of repetition and the nature of the violation.

Commitment of the job ethics

All members of the faculty commit the job ethics and the faculty watches the applications of the practices of the job ethics on all levels such as the commitment of the job ethics and honesty in dealing with fellows and bosses as well as the respect of others rights ...etc. The faculty is developing ethics charter according to the local, national and international changes then adopting it and announcing it on the faculty website.

The available information about the faculty is on the different means:

The faculty has a web site.

<http://www.mans.edu.eg/faceng/arabic/default.htm>

the website includes all the sectors of the faculty (the education and students' affairs- postgraduate studies and research affairs- the environment affairs and community service).

We announce the lectures time table and exams time table and the storage of previous exams constantly on the site. the website is constantly modernized according to everything new.

The administrative system

The faculty has a qualified administrative system that is able to achieve the planned performance efficiently in all activities in a way that guarantee the achievement of missions and goals. These practical practices for the faculty are represented in the field of the administrative system as follows:

5/1 The development and performance evaluation for leaders

5/1/1 The development and performance evaluation for administrative leaders and employees.

One of the main features and characteristics of the administrative system in the education institutions is the development and performance evaluation for administrative leaders and employees through training and dependence on subjective

standards and to be announced for evaluation .the kind of the target skills in the implemented training programs in administrative skills, behavior skills, specialized technical skills so the faculty is keen in this matter on then following:

The faculty defines periodically the training needs for the employees. A lot of mechanisms have been used such as the inquiries, the follow up reports and the future vision to the development needs and others ([appendix 1 5/1/1/a](#))

- The faculty makes a training plan according to the needs that it had defined before which includes the number and the kind of the training programs and the mechanisms of its implementation.
- The faculty is keen on the implementation of the training programs that the plan includes. They must cover the different skills such as administrative skills, behavior skills, and specialized technical skills.
- The faculty auditing the content of the training programs based on the feedback from the trainee and the effect of the training in the performance.

[5/1/2 The system of the performance evaluation for administrative leaders and employees.](#)

- The is in the faculty a system that measure the job satisfaction that includes questionnaires for job satisfaction and analyzing and studying them and work according to them .
- The employees are evaluated in the faculty (the administrative staff / employees) on all levels through the annual reports by using the designed by the quality assurance.
- The assistants are evaluated through the students' questionnaires and the annual reports from their supervisors sample questionnaires from the quality assurance.
- The teaching staff is evaluated through the students' questionnaires for courses at the end of each term and sample questionnaires from the quality assurance.

[The standards of choice and the appointment and the promotion of administrative leaders](#)

This is happened according to the advertisement about the public manager only and it's taken by the efficiency and the oldness in choice and the appointment of the heads of administrative departments and the bosses and the employees. The faculty announces these standards on its website. These standards are characterized by the subjectivity because they:

- Provide equal opportunity among all employees for promotion.
- These standards are characterized by the clearness and understanding by all employees.

These standards match the specializations of the administrative cadres in the current jobs.

[The efficiency of the administration in the benefit from the available human resources](#)

The available human resources (employees) are distributed according to the real needs of the faculty. The available human resources (employees) had been used efficiently.

The adaptation of the available human resources and their best exploitation

The employees in the faculty are distributed according to their specializations. Each of them has his degree with the activation of the training process and the dependence on the subjective standards so as to benefit from each employee in his position.

Work conditions according to the requirements of the job

The faculty is training now a team of employees on professional safety and health procedures according to the quality standards and qualification for accreditation in so that the job compromise with work conditions. إخلاء preparation for the security The faculty provides training courses on the university programs to each administration to qualify the job requirement with the needed work conditions The faculty seeks to provide the technical cadres that suit the faculty labs' performance in a way that suits the job restructure whether in the workshops or the labs.

Linking the incentives and rewards with the levels of performance

- The incentives and rewards the are presented to the employees are linked with the levels of performance . There are incentives and rewards for teaching staff who has the standards of the quality of performance.
- There are incentives and rewards for the employees according to the burdens o9f work or the overtime .there is also a monthly allowance to some employees according to the nature of work.

5/2 The job satisfaction among the administrative leaders and employees

The means of measurement of job satisfaction

The faculty take some measures to reach job satisfaction among employees in the faculty such as the increase in rewards of developing the administrative measures in the appointment and promotion , providing the physical and technological needs in the faculty).

The points of strength

- The faculty pinpoint the training needs in the faculty
- The achievement of target skills from the implemented training courses.
- Increasing the standard of job satisfaction among employees in the faculty.
- Taking effective decisions to improve the standard of job satisfaction among employees .

6- the resources:

The sufficiency of physical and financial resources (appendix I 6-1)

The faculty is keen on the good exploitation of the available resources efficiently job satisfaction among employees in the faculty

The sufficiency of annual financial resources

- The financial resources in the faculty is increasing over the past years .the faculty makes the best use of the available resources to achieve its mission, ends and strategic goals. the faculty put a plan to develop the resources (*appendix I 6-1*).
- The faculty seeks to increase the financial resources through the specific programs and the units that have private nature. The financial resources in the faculty have been increased greatly. (*appendix I 6-1*).
- The annual revenues 2010-2011 has reached 2.6 million pounds while the expenses are 1.3 million pounds.
- The faculty council has adopted a plan pinpointing spending items and the resources the expenses to cover the implementation plan for the suggested strategic plan in the different academic clearing in it the ratio of self resources in supporting the research process to the public. (*appendix I 6-1-1*)

6/1/2 the fittings of buildings ,equipments and labs (appendix I 6-1-2)

- The area of the faculty allocated to all the activities is suitable .there is a big theatre and five big benches as it clear in the following table the statement of benches and halls that serve the educational process and the capacity of each of them and study terms through the university year2011/2012 and attached with it a detailed statement ,in it there are the areas of the faculty buildings and the number of the students that use them and they were compared with the standards NORMS (*appendix I 6-1-1*)
- There is in the faculty a data base of the areas of the buildings and the spaces. the guide signs had been pinpointed in the faculty
- The use of some halls that are concerned with the practical exercises have been modified(*appendix I 6-1-1*)

There is a statement of the computers of the faculty and how far they are useful in the educational and training process if there is. (*appendix I 6-1-2*)

There is a statement of the equipment of the education technology such as (projectors –language labs- audio and visual equipment and others...).. (*appendix I 6-1-2*)

For example we mention a statement of the names of the labs and their capacity in the different departments of the faculty.

Structural engineering department

<i>Serial number</i>	<i>The name of the lab</i>	<i>The students' capacity</i>
1	Concrete structure lab	Students 25
2	Materials resistance lab	Students 40
3	Foundation and soil mechanics lab	40students

Irrigation and Hydraulics engineering department

<i>Serial number</i>	<i>The name of the lab</i>	<i>The students' capacity</i>
1	Irrigation and Hydraulics lab	30Students

Public works engineering department

<i>Serial number</i>	<i>The name of the lab</i>	<i>The students' capacity</i>
1	Sanitary engineering lab	25Students
2	Survey Lab	50 students
3	Roads lab	30 students
4	Traffic and transport lab	15Students

Architecture department

<i>Serial number</i>	<i>The name of the lab</i>	<i>The students' capacity</i>
1	Architecture Marquette's lab	20 Students
2	Computer lab (a)	75 students
3	Computer lab (b)	10 students

Math and physics engineering department

<i>Serial number</i>	<i>The name of the lab</i>	<i>The students' capacity</i>
1	Chemical engineering lab	35Students
2	Physics engineering lab	60 students
3	Audio language lab (a)	42Students
4	Audio language lab (b)	42Students

Electrical engineering department

<i>Serial number</i>	<i>The name of the lab</i>	<i>The students' capacity</i>
1	Electrical machines lab (a)	35students
2	Electrical machines lab (b) (Hassan Abu Tabl)	35 students
3	High voltage lab	35students
4	Electrical circuit lab	35students
5	Electrical measurements lab	35students
6	Electrical protection lab	35students
7	Electrical systems	20 students
8	Solar power lab	30 students

Textile engineering departments

<i>Serial number</i>	<i>The name of the lab</i>	<i>The students' capacity</i>
1	Spinning and quality control lab	25 students
2	Dyeing and preparation (prepare textiles)	20 students
3	Microscopic examination lab	25 students
4	Knit and clothing lab	15 students

5	Textiles tests lab	25 students
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Electronic communication department

<i>Serial number</i>	<i>The name of the lab</i>	<i>The students' capacity</i>
1	Technology club	40students
2	Medical Electronics lab	30students
3	Acoustic lab	30students
4	Visual lab	20students
5	Electronic circuits lab	22students
6	Electronic measurements lab	30students

Computer and systems engineering

<i>Serial number</i>	<i>The name of the lab</i>	<i>The students' capacity</i>
1	Mini-computers lab	25students
2	Digital electrons lab	25students
3	Interrelated computers lab	20 students
4	Industrial electronics lab	19 students
5	Cascade control lab	30 students
6	Computer lab (a)	28 students
7	Computer lab (b)	29 students
9	Industrial simulation lab	30 students
10	HP lab	21 students
	Software lab	20students

Production engineering and mechanical design

<i>Serial number</i>	<i>The name of the lab</i>	<i>The students' capacity</i>
1	Dynamic systems lab	20students
2	Metallurgical lab	20students
3	Precise measurements lab	20students
4	Gears Testing and design lab	20students
5	Illustration means lab	20students
6	Dynamics workshops machines	10students
7	Fractures lab	20students
8	Computerized machines lab	20students
9	Computer lab	10students
10	Sand tests lab	5students

Mechanical power engineering department

<i>Serial number</i>	<i>The name of the lab</i>	<i>The students' capacity</i>
1	Power and thermal machines lab	50 students
2	Heat Transfer and application lab	20 students
3	Fluid mechanics and fluid machines lab	40 students
4	Computer applications lab	30 students
5	Hydraulics' machines lab	50 students
6	Gas dynamics	20 students
7	Cooling lab	50 students

8	Fuel lab	20 students
9	Measurements lab	20 students
10	Vapor lab	20 students
11	Solar power lab	30 students

The administrative system

The faculty has a qualified administrative system that is able to achieve the planned performance efficiently in all activities in a way that guarantee the achievement of missions and goals. These practical practices for the faculty are represented in the field of the administrative system as follows:

5/1 The development and performance evaluation for leaders

5/1/1 The development and performance evaluation for administrative leaders and employees.

One of the main features and characteristics of the administrative system in the education institutions is the development and performance evaluation for administrative leaders and employees through training and dependence on subjective standards and to be announced for evaluation .the kind of the target skills in the implemented training programs in administrative skills, behavior skills, specialized technical skills so the faculty is keen in this matter on then following:

The faculty defines periodically the training needs for the employees. A lot of mechanisms have been used such as the inquiries, the follow up reports and the future vision to the development needs and others (appendix 1 5/1/1/a)

- The faculty makes a training plan according to the needs that it had defined before which includes the number and the kind of the training programs and the mechanisms of its implementation.
- The faculty is keen on the implementation of the training programs that the plan includes. They must cover the different skills such as administrative skills, behavior skills, and specialized technical skills.
- The faculty auditing the content of the training programs based on the feedback from the trainee and the effect of the training in the performance.

5/1/2 The system of the performance evaluation for administrative leaders and employees.

- The is in the faculty a system that measure the job satisfaction that includes questionnaires for job satisfaction and analyzing and studying them and work according to them .
- The employees are evaluated in the faculty (the administrative staff / employees) on all levels through the annual reports by using the designed by the quality assurance.
- The assistants are evaluated through the students' questionnaires and the annual reports from their supervisors sample questionnaires from the quality assurance.

- The teaching staff is evaluated through the students' questionnaires for courses at the end of each term and sample questionnaires from the quality assurance.

The standards of choice and the appointment and the promotion of administrative leaders

This is happened according to the advertisement about the public manager only and it's taken by the efficiency and the oldness in choice and the appointment of the heads of administrative departments and the bosses and the employees. The faculty announces these standards on its website. These standards are characterized by the subjectivity because they:

- Provide equal opportunity among all employees for promotion.
- These standards are characterized by the clearness and understanding by all employees.

These standards match the specializations of the administrative cadres in the current jobs.

The efficiency of the administration in the benefit from the available human resources

The available human resources (employees) are distributed according to the real needs of the faculty. The available human resources (employees) had been used efficiently.

The adaptation of the available human resources and their best exploitation

The employees in the faculty are distributed according to their specializations. Each of them has his degree with the activation of the training process and the dependence on the subjective standards so as to benefit from each employee in his position.

Work conditions according to the requirements of the job.

The faculty is training now a team of employees on professional safety and health procedures according to the quality standards and qualification for accreditation in so that the job compromise with work conditions. إخلاء preparation for the security

The faculty provides training courses on the university programs to each administration to qualify the job requirement with the needed work conditions

The faculty seeks to provide the technical cadres that suit the faculty labs' performance in a way that suits the job restructure whether in the workshops or the labs.

The available facilities for achieving the security and safety: (appendix I 6-1-2-d)

1. The faculty has set up a unit of the disasters and crises administration to achieve security and safety and resist disasters.
2. The security and safety has been achieved in the faculty buildings through a plan for disasters administration that has been defined.
3. A number of employees have been trained to use extinguisher of fires manually.
4. Planning for setting up emergency exits in the benches and in buildings in general.
5. Guiding signs and wall charts have been designed in the buildings.
6. A plan of evacuation in case of natural disasters.

7. Making database for the security and safety in the faculty.
8. An internal broadcast has been installed to help the fast evacuation in case of probable disasters.

The buildings are characterized by the cleanliness and healthy climate that is necessary for the education process. The cleanliness is done daily and the follow up through the constant reports that the leaders of the faculty and the teaching staff as well as the employees in the faculty.

The buildings are characterized by the good ventilation and the normal light according to the requirements of the Norms checklist (appendix E).

Public and private facilities (appendix I 6-1-2-d)

The toilets:

Cleanliness groups have been formed. They are consisted of four groups including 15 workers in the faculty. A data base for these workers have been made and their places to make it easy to do cleanliness operations.

The guide panels:

All building in the faculty had been codified by putting guiding signs of entry and exit and the places of toilets and the public facilities from water and electricity. The faculty has prepared periodical timetables for the work of maintenance and making reports of their condition and the periodical maintenance for them.

The support and maintenance of infrastructure (appendix I 6-1-2-)

There is a proposition of a plan for the support and maintenance of infrastructure under the supervision of maintenance unit. out of that the faculty of engineering is the home of experience and a real wish of rendering engineering services with high quality at a low cost in comparison with the equivalent companies and in cope with the quality principle depending on its cadres and special capabilities and the benefit from all the available experiences in the faculty, it has set up the maintenance unit. Their fields are:

- Maintaining and modernizing computers and printers.
- Maintaining the lab equipment and Data Shows.
- Maintaining telephone switches, faxes and audio equipment.
- Alarming equipments
- Photographic machines
- Electrical elevators
- Air-conditioning and fridges equipments.

6/2 **The physical facilities**(appendix I 6-1-2-)

6/2/1 **The physical facilities for practicing the students activities**(appendix I 6-2-1)

The places for the students' activities are available . the university makes it easy through the Olympic village to provide the sports activities and the enough areas to practice all the sports activities Scouts

There are sports stadiums, with international standards, swimming pools, the activities halls, squash halls and fitness and sauna centre as well as a group of multipurpose pitches .the University has equipped a building for the science association and another for the students, union and the students' societies. There is the

hall of Magdi Rayaana as a theatre hall. The faculty has set up a medical clinic to follow the health of the students and the employees and provide first aids in case of emergency .It has been used to examine the new students for the university year 2012-2013.

A statement of equipment, appliances and labs and the annual plan for maintenance. (Appendix I 6-2-2)

The faculty seeks to complete the equipments and provide labs with appliances to promote the efficiency of education ,research and community service.

Making databases for equipment in the labs of the scientific departments. The faculty adopted a plan for maintaining the equipments and appliances to promote the efficiency of education ,research and community service.

The ratio of computers to the total number of students:

The ratio of computers to the total number of students is acceptable :

the total number of students = 8996 student

the total number of computers = 680 computer

thus The ratio of computers to the total number of students= $8996/680=13.22$

computer/ student.

6/2/3 The information technology: (Appendix I 6-2-3).

1. The faculty provides modern means of communication and suitable systems of information technology for the kind of study in the faculty. This is done through providing the suitable programs.
2. The faculty provides a club of information technology(electronic halls) that students and assistants use.
3. The faculty has a website in Arabic. the current events that are happened in the faculty and the faculty is setting up one in English.
4. The internet service is available for students and teaching staff through the a club of information technology and their rooms in the departments.
5. The internet service reaches all departments.
6. The faculty provides the information that covers all different activities and the current events that are happened in the faculty and are spread in other means. (Appendix I 6-2-3).
7. Increasing the number of computers in the scientific and administrative departments. (Appendix I 6-2-3).

8. There is an internal telephone guide of teaching staff and employees.

The efficiency in using the resources

The faculty uses systems of auditing and censorship on using the resources

1. The faculty provides the fingerprints equipment to watch the employees in what concerns with attendance and leave. (Appendix I 6-2-3).
2. The faculty provides watching cameras in some places in the faculty that works 24 hours in the vital places in the faculty. (Appendix I 6-2-3).

3. There in the university the electronic systems to make the periodical censorship on using the available resources. (Appendix I 6-2-3).
4. There is in the faculty GIS unit (the Geographical Information System) and it's an accurate system on all the buildings of the faculty.

The community participation and the environment development

The faculty is keen on satisfying the needs of the community that surrounds the university through its activities and what it renders from services. It's keen on also the satisfaction about these services. The practical practices of the faculty in the field of the community participation are represented as follows:

The plan of The community service and the environment development

- The faculty provides information and guiding wall charts about the protection of the environment especially on the harms of smoking.
- Holding symposia that includes that the environmental awareness is an urgent and missed necessity-the safety and security precautions in labs and stores.
- The faculty organized 9symposi and a lot of workshops and debates about the protection of the environment(factories wastes ,vapors and fumes especially the fertilizers and chemical industries factory in Talkha, car fumes, the protection of the environment from burning rice straw, treating wastes and rubbish in modern way).this is done with coordination with the environment affairs' office in the governorate and the environment affairs' ministry.
- Holding 3 symposia to show the linking dimensions between the faculty activities and the outside community to protect environment and activate the role of the faculty to cooperate with the industrial sides.
- The teaching staff in the faculty takes part in the activities of the studies evaluation of environmental impact center in the university to prepare the studies evaluation of environmental impact for a lot of productive and service projects inside and outside Dakhliya governorate.
- The teaching staff in the faculty takes part in the committees that study the regional, national and international environment issues.

The participations of students and teaching staff in the programs of community service

For The participations of students

- The students' participation in culturing programs that the university performance development center provides and professors form the faculty of engineering lecture in it.
- The students' participation through the students' societies in organizing courses in cooperation with the graduates qualification companies in how to increase works and free work-the secrets of getting jobs- the human development.
- The students' societies participation in organizing symposia to show the problems that face students such as smoking and addiction and the importance of blood donation and the Private lessons phenomena and the natural disasters and crises administration.

- The students' participation in the beautification of the faculty buildings and walls through the architectural painting and sketches work to the face of the faculty and the blocs.
- The formation of a team of professional safety and health from students to help the team of professional safety and health from the employees. These students are trained by the civil defense administration in Mansoura on the dangers of fires and how to deal with them.

For the participations of teaching staff in the programs of community service

- The participation of teaching staff as a members in the board of directors councils in companies and governmental institutions.
- The activation of the role of the teaching staff through their participation as consultants in companies and the governorates.
- The participation of teaching staff from architecture department in putting urban schemes for Egypt in the frame of the strategic schemes programs for Egypt 2020(the studies center).
- The participation of teaching staff in studying the industry problems by symposia, visits and workshops and putting solutions for them.
- The participation of teaching staff in the strategic planning to build and develop the Egyptian villages (the village development system).
- The faculty adopts the program of developing the technical education in the Dakhlia and Damietta governorates.
- The positive participation of teaching staff in the activation of the international programs mutual visits and symposia "the tempos project suggestion" between the faculty and the British and Greek sides.
- The participation of teaching staff in the specific specialized councils in the scientific research academy

7/1/2 the plan and community needs

There is annual plan for the community service and environment development affairs in the faculty. it's shown on the council of the community service and environment service affairs in the university to adopt it.

The plan is based on the needs of the surrounding society and in compromise with the plan of the university from conferences, symposia and workshops and the activation of the role of the faculty with the industrial institutions and sides and the participation in the environment week that the university organize and charity caravans in addition to the sports activities and supporting blood donation campaigns.

The activities of the community service and environment development affairs through then units that have private nature. there are two main centers to serve the community. Through them the human and financial resources are employed to introduce a good service inside and outside the university to support the self resources for the faculty. They are :

The centre of studies and engineering consultations

The centre of lab ,scientific and technical services

The centre of studies and engineering consultations

The centre of studies and engineering consultations

Provide its services to the different sectors inside and outside the university as follows:

A- inside the university

- Engineering designs
- The engineering supervision on the implementation of structures
- The engineering supervision on the implementation of restorations.
- Engineering consultations(previews – tests – making reports).

B- Outside the university

- Engineering and planning designs
- The engineering supervision
- Engineering consultations
- A member in the committees that receive works and making technical reports.

The centre of lab ,scientific and technical services

The center begins its activities in rendering lab ,scientific and technical services from 1/7/1990 and reformulating the internal regulation that was adopted in 30/10/1995 according to the supreme council of university in its meeting number 310 dated 20/10/1988 considering it as a unit that have private nature that has financial, technical and administrative independence according to the article 307 from the executive regulation of the law of universities' organization and its executive regulation.

The center aims to develop the application side in the education and research process to help in providing the adaptable, Egyptian technology through the use of potentialities and lab ,scientific and technical in the faculty to cooperate with the current and future engineering needs in the university and the community.

- The center is consist of five units:
- The unit of the workshops technology.
- The training unit
- The unit of the techniques services.
- The unit of engineering .
- The public services unit.

The center render its services for faculties and the hospitals in the university and outside the university to factories ,companies ,associations and individuals.

- The faculty is interested in the internal and external environment through creating the following units:
- The safety and professional health
- The disasters and crises administration
- The graduate join office
- The graduate follow up unit

- The geographical information system(GIS)
- The complaints and suggestion office

In addition to that there are some practices that serve both internal and external community that are represented as follows:

The faculty adopts the participation of all the concerned inside the faculty (students – the teaching staff and their assistants –the administrative system-the parents) in the activities that serve the environment inside the faculty such as"

- The celebration of the graduate day
- Campaigns of the smoking harm awareness.
- Symposia on swine flu and bird flu.
- Blood donation campaign
- The participation of students in preparing their halls (the halls of architect engineering halls).
- Organizing work camps for students inside the faculty to take part in the cleanness and the beatification of the faculty.
- Organizing symposia to spread the awareness of the environmental issues among students – the teaching staff and their assistants –the employees (greenhouse gases and climate changes) and private lessons phenomena and the crises and disasters administration.
- Organizing training courses in using computers to increase the efficiency of the administrative system and developing their skills.
- Awarding rewards to the distinguished from the employees (Omara tours – financial awards- appreciation certificates).
- Establishing a unit for the teaching staff and their assistants –the employees to facilitate their administrative measures (renewing the license of driving the cars inside the campus, passports and getting visas).

Outside the faculty

The faculty makes great contributions to serve the community inside and outside the university. This is clear through its units that have private nature and through the practices of the teaching staff:

- The participation in the committees (the university structures committee – the specialized technical committees - bids and tenders committees - committee of prices studying-the committee of approving structures. The committee of supervising the projects inside the university)the center of studies, research and engineering consultations has done more than 250 different operations inside and outside the university.
- The technical and engineering consultation committee for Dakhlia governorate and neighboring governorates and the units of the local authorities and the education structures association, youth and sports.
- Doing engineering tests and the analysis related to the quality of materials.
- Deputing experts from the faculty to judge and settle disputes in issues in front of the courts that need specialized experience.

- Providing training courses for the employees in the sewage and drinking water company in Dakhliya.

7/2 the reaction between the faculty and the community:

7/2/1 the participation of the community sides in the faculty council and the councils of the board of directors of the units that have private nature.

- Some community sides are represented in the faculty council and take part in discussions and dialogues and provide ideas to provide work opportunities for the graduates and putting the education programs and training students (forming the faculty council)
- Some community sides outside the faculty take part in the council of the board of directors of the center of studies, research and engineering consultations.

Some community sides in take part in the activities of the faculty

- The faculty is keen on analyzing and evaluating the level of the community sides' satisfaction to benefit from it and to take the suitable measures and decisions that helps to increase the satisfaction about the faculty performance and the standard of graduates.
- The faculty measures the community sides' satisfaction and the requirements of work market about its role in the community and the standard of its graduates. This is done through the inventory of all the community services that the faculty renders to the community, then collecting the names of the companies, offices, individuals and their addresses and the means of communication. Finally sending questionnaires from the faculty to a sample of this civil community and getting results to treat any deficiency and putting the future plans to this sector by applying the list of surveys to the same sample of this civil community. The results indicate the satisfaction about the faculty performance and the standard of graduates.

8- The institutional evaluation and the quality systems administration:

8/1 the faculty performance evaluation

The faculty is committed to make a comprehensive and constant evaluation to its intuitional capacity in the aim of pinpointing the strength points and the work to reinforce as well as the weakness points and the work on treating them. The faculty uses these4 results of this evaluation and promoting its private system of quality administration. These applicable practices in the institutions as follows:

8/1/1 the self evaluation process

- According to the law of universities organization, every member in the teaching staff has to present annual report at the end of each term about the academic activity to the department council and the department chair makes annual report about the department performance to present to the faculty council and which by turn pass it to the university council.
- The quality assurance unit under the quality assurance in the university through the adopted internal auditing system from its administration auditing operations to the quality systems based on the standards that the national association of education quality assurance and accreditation. in addition to that

the faculty makes projects of high education development in different stages beginning with the project of setting up quality assurance system(QAAP) and the project of the constant development and accreditation qualification as well as the follow up visits to (CIE)

- The auditing and evaluation operations are done constantly at the end of each term where the auditing sides prepare the auditing report about the faculty pinpointing the strength points and the work to reinforce as well as the weakness points and the work on treating them pinpointing the strength points and the work to reinforce as well as the weakness points and the work on treating them.
- The auditing operations that the sides make are based on the following tools
 - ❖ Meetings with the concerned classes (students, teaching staff, assistants, administrative system and the community sides that have relation)
 - ❖ The documents examination
 - ❖ Visits for examining the buildings and facilities.

The auditing and the discussion of self evaluation

- ❖ The faculty is keen on The auditing and the discussion of self evaluation and the benefit from these results to follow what had been achieved and recognizing causes and implementing recommendations.
- ❖ The faculty had taken correction decisions to the faculty performance in the light of self evaluation which was an important in pinpointing the strength and weakness points to take the necessary measures.

Examples of these decisions are:

- ❖ The development of internal auditing mechanisms and the constant development.
- ❖ The development of teaching staff capabilities.
- ❖ Providing labs with the necessary equipment.
- ❖ Making a strategy for the institutional development in the light of self evaluation of the faculty performance.
- ❖ Making an implementation plan to the strategy to work on its implementation with defining the responsibilities and the sources of funding. making Purposeful programs to gain the support to the programs and the projects of the development and reinforcement through the quality assurance unit.
- ❖ The faculty takes interest in its students and graduates and follow them in the work market and improving its outcomes and competition position inside the community system.
- ❖ Making sure that the student is the main axis in the educational process.
- ❖ Making programs to communicate with its graduates and their work sides to know their problems and the opinions of the work sides in the standards and their efficiencies.

- ❖ The interest in the recording the different activities and events and defining the responsibility of the implementation of missions in different administrations and departments.

8/1/2 the activities of the reinforcement and development of quality system administration

- ❖ The faculty could define some future fields for reinforcement and development in the light of self evaluation of the faculty performance. Of these fields:
- ❖ The constant development of courses goals in a way that adapts the academic standards.
- ❖ The skills of the administrative system in using the information technology has been developed.
- ❖ A plan for periodical maintenance to the infrastructure had been made.
- ❖ The faculty had made a periodical survey on the standard of the efficiency of the graduates in the organization and the institutions they work in .
- ❖ The graduates Association had been activated and announced.

The reflection of the results of self evaluation of the faculty performance on the quality administration.

The faculty follows the implementation of correction decisions and what followed from changes in the faculty in seeking for the constant development. of these real practices that support these are:

- ❖ Making a strategy for the institutional development in the light of self evaluation of the faculty performance.
- ❖ There are subjective means to personify the most important obstacles to follow the development and define the responsibilities(the periodical responsibilities that the faculty administration makes with the concerned parties as well as with the scientific conferences in the departments and the faculty).
- ❖ The personification process follows providing making Purposeful and specific solutions to gain the support to the programs and the projects of the development and reinforcement through the quality assurance unit.
- ❖ The faculty takes interest in its students and graduates and follow them in the work market and improving its outcomes and competition position inside the community system. the graduates administration meets a sample of them annually to know how far they make success in their works and defining their needs that they want to train on to increase their efficiency in work.

8/2 the support of the academic leaders to the quality assurance unit

The faculty adopts since turning it from institution to faculty in 1974 the interest in the quality system .although there weren't systems in the university in adopting this way directly. the faculty prepared reports of periodical self study in 1989,2005/2006,2006/2007,2007/2008,2008/2009,2009/2010,2010/2011,2011/2012

In response to the recommendation of the national conference of the education development 2001 which were mainly focused on the education development and guarantee of its quality and the projects that are derived from ,comes first the projects of setting up the quality assurance systems. The faculty reply immediately to this

development. It first set up a unit of performance 2003 . at the first moment of the announcement of the quality assurance

systems, the faculty was one of the first faculties in the university that got the approval of up the quality assurance unit and dedicated suitable place for it. it had been provided with all the necessary appliances and equipment and the human cadres in addition to that the invitation of the manager to attend the sessions of the faculty council periodically and adopting the culture of quality assurance. the faculty embarrassed the university quality assurance center and dedicated suitable place for it and facilitate to use its halls and adopting the culture of quality.

The physical and spiritual support to the quality assurance unit.

8/2 the support of the academic leaders to the quality assurance unit

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The physical and spiritual support to the quality assurance unit.

The physical support :

The faculty supports the internal quality systems by providing the suitable place and equipment to the concerned unit of quality administration. It provides 5 computers and statistics programs to deal with data and writing reports ,data show to train on the quality systems. The faculty is keen on providing the unit with the qualified cadres and the development of their capabilities. the faculty had chosen the employees that have certain skills such as the ability to solve the problems and take decisions. in addition to that they have taken part in special courses concerned with the quality systems and self evaluation and designing development plans in the light of the constant feedback from the results. the faculty provides the unit with enough funds and the faculty also tries to provide the unit with enough financial allocations as well as the university quality center awards a monthly reward to the manager of the quality unit and his vice. the university quality center adopts providing organizing training courses and workshop to the members of teaching staff and the executive

team to the quality assurance systems. The faculty allocated fixed budget to the unit from the units and centers that have private nature.

The spiritual support

The faculty support the manager and the employees of the unit spiritually by giving them certificates of appreciation. The faculty gives the parties to encourage them to continue the development and the quality inside the faculty. **the manager of the unit has been deputed to take the resolutions connected with the quality such as:**

- The distribution of samples and questionnaires and holding meetings.
- Designing the electronic programs in the light of the quality standards.
- The coordination with the university quality assurance center to arrange field visits to the periodical internal auditing process that the faculty of quality assurance center do.
- Addressing the departments chairs directly to complete the data and the reports that are related to making the reports of self study.
- The access to pharmacy to purchase and reporting the results about the students' questionnaire about courses

The follow up and the guidance to the academic and administrative departments:

The faculty is keen on the follow up and the guidance to the academic and administrative departments to abide by the implementation of policies and procedures of the internal system to quality assurance and following the requirements of local academic accreditation to benefit from them. of these used mechanisms:

- There is a coordinator of quality in each academic department and the department chair supervise the requirement of the quality assurance system inside the department. Each coordinator receive the part that he is responsible for to the manager of the quality assurance unit.
- There are two vices to the manager of the quality assurance unit that is concerned with completing the documents of the standards of education effectiveness and another is concerned with completing the documents of the standards of the institutional capabilities.
- Holding periodical meetings among the officials of the quality assurance unit and the scientific and administrative departments.
- The departments councils form committees to audit the university books in the light of the characteristics of the university books quality.
- The departments councils inside and outside the faculty prepare reports of the programs performance and pinpointing the strength and weakness points.
- The faculty depends on those coordinators and supervisors and give them some powers in the matters concerned with the quality .it also depends on the mechanisms used in the guidance and the follow up constantly in the faculty council.

The second axis :the education effectiveness

Students and graduates

The faculty is keen on providing equal learning chances and providing the support and guidance as well as encouraging the students' activities. The faculty works on rooting the relationship with them and the faculty.

1/1 the policies of the approval, transference and distribution of students :

(appendix H 1-1)

1/1/1 the approval, transference of students system : (appendix H 1-1)

A- the compromise of the policies of the approval with the mission ,ends and the strategic goals of the faculty:

- The policies of the approval is compromised with the mission ,ends and the strategic goals of the faculty. the faculty admit the students according to the rules that the supreme council of the universities put in the light of the specialization of the general secondary certificate mathematics class and the students of technical diplomas and the foreign students and the supreme council of the universities define the numbers according to the available potentialities and the physical and human resources.
- There is no opposition between the approval policy in the faculty and the number of students that are distributed by Coordination Office , then the students are distributed on the academic programs in the light of the real capacity of the academic departments in the faculty and the nature of study.

B the approval procedures:

the rules that the supreme council of the universities adopts and the instructions of Coordination Office is characterized by fairness and announced on the faculty website and as a wall charts and posters in the faculty and students' affairs office.

(appendix H 1-1a)

There are procedures for organizing introduction programs for the approval students through the vice dean of the faculty for education and students affairs with the participation of students' union. The faculty had set up information office in the main entrance when the students begin to come from Coordination Office to answer any inquiries from and giving any instructions. *(appendix H 1-1a)*

Each scientific department take responsibility of providing the technical information connected the approval in different programs through the dedication part of the lectures of the humanitarian courses and courses in the preparatory grade. *(appendix H 1-1a)*.

The information and the publication about the approval policies (appendix H 1-1a).

The procedures and policies of approval and distribution of students on the study programs are announced in the student's guide and in the shape of charts and posters in the faculty and students' affairs office. on the faculty website

[/http://www.mans.eun.eg/faceng/arabic](http://www.mans.eun.eg/faceng/arabic)

And in the students' meetings in the first month of the study that are characterized with transparency

The admission in the different programs is based on the students' desire in the first place and in case of contradiction, the admission is based on the ordination that is based on giving priorities to the highest grades in the preparatory grade.

D-The proportion of the numbers of admitted students and the faculty resources

Although the numbers of the approved students are more than its capacity, the faculty faces a problem to adopt any policies to solve this problem such as :

- the computer labs administration that followed different departments through the administration of the faculty so that there can be a coordination between the faculty needs and the follow of these labs to the scientific departments.
- All the benches, exercise and sketching are occupied only by the vice dean of education and students' affairs so that we can provide the places according to the needs of the faculty in addition to the coordination with the university administration to exploit the unoccupied surrounding places(*appendix H 1-11*).
- We ask the help of the research assistant in implementing practical lessons and theoretical exercises under the supervision of one of the members of the teaching staff.
- All the benches, exercise and sketching are occupied from half past eight a.m to seven p.m to get the utmost benefit from the available places. (*appendix H 1-11*).
- The students are divided to two or three groups naccording to the numbers of the enrolled students(*appendix H 1-11*) the study time tables 2011.

E – The policies of transformation

The faculty council pinpoint the utmost numbers of the transfered students from and to the faculty until finishing the procedures of transformation in suitable time and in a way that doesn't affect the continuity of the study (*appendix H 1-11*) the report of the faculty council and the regulation.

The policies and procedures of transformation from and to the faculty are announced on the faculty website

<http://www.mans.eun.eg/faceng/arabic/images/namaz.pdf>

the number of students who want to transfer to the faculty is more than the number of students who want to transfer from the faculty.

In the light of analyzing the forms of transform for students in the higher grades (*appendix H 1-11*) that the students' affairs that must be fill at transferring shoe that 90% of transform are because of family conditions that are related to the accommodation and 10% because the value of the certificate that the faculty awards for the graduates for the facuklty of engineerin g mansoura university has a good reputation in the work market .

1/1/2The foreign students (*appendix H 1-11*)

The faculty adopts mechanisms to attract the foreign students to study in the faculty through the university that address the attaché in the embassies of the countries of the foreign students and telling them the education programs the faculty introduces and any modifications in the admission system and polls in these embassies on the educational service the faculty

The number of the foreign students have been reduced recently because of the political conditions that Egypt passes:

***A statistic statement of the number of the foreign students
The university yearts2005/2006 to 2011/2012***

<i>year</i>	<i>total</i>	<i>foreigners</i>	<i>ratio</i>
2005/2006	8252	4	.00049
2006/2007	8529	5	.00059
2007/2008	9302	3	.00032
2008/2009	9522	4	.00042
2009/2010	9833	3	.00031
2010/2011	8348	3	.00036
2011/2012	8994	2	.00022

A list of the distribution of students 2008-2009

<i>No.</i>	<i>name</i>	<i>Address of the city</i>	<i>Address</i>	<i>grade</i>	<i>division</i>	<i>Date of birth</i>	<i>Place of birth</i>	<i>Nationality</i>
1	Ahmed Atia Rasheed Elhadad	Alasafra kbly-Elmanzala-Alexandria	Elsawy st. behind house 19 Next to Mostafa Elnagar	preparatory	Public Dept	1/1/1989	Koom Hamada-Elbehera	Palestine
2	Josef Kezoh Mernoy	Mansoura - Eldakhlia	In the university houses in Elshanawy houses	preparatory	Public Dept	1/1/1986	Gouba-south of sudan	sudan
3	Ahmed Abd Elghafar Ahmed	Gaza – Palestine	Beet Hanoon/zeitoon st	Second	Civil engineering	6/3/1987	Gaza – Palestine	Palestine
4	Walaa Elsayed salama Mohamed	Kafre Ghanem – Elsenbelwan - Eldakhlia		Second	Electronic s engineering	7/3/1989	yemen	Palestine

A list of the distribution of students 2009/1010

<i>No.</i>	<i>name</i>	<i>Address of the city</i>	<i>Address</i>	<i>grade</i>	<i>division</i>	<i>Date of birth</i>	<i>Place of birth</i>	<i>Nationality</i>
1	Josef Kezoh Mernoy	Mansoura -Eldakhlia	In the university houses in Elshanawy houses	preparatory	Public Dept	1/1/1986	Gouba-south of sudan	sudan
2	Ahmed Abd Elghafar Ahmed	Gaza – Palestine	Beet Hanoon/zeitoon st	Second	Civil engineering	6/3/1987	Gaza – Palestine	Palestine
3	Walaa Elsayed salama Mohamed	Kafre Ghanem – Elsenbelwan- Eldakhlia		Second	Electronic s engineering	7/3/1989	yemen	Palestine

[A list of the distribution of students 2010/2011](#)

No.	name	Address of the city	Address	grade	division	Date of birth	Place of birth	Nationality
1	Rayaan Said Mohamed Ali Sad Elgrad	Douky - cairo	9 salousy street	preparatory	Public Dept	7/3/1992	Saudia Arabia	Saudia Arabia
2	Ahmed Abd Elghafar Ahmed	Gaza – Palestine	Beet Hanoon/z eitoon st	Second	Civil engineering	6/3/1987	Gaza – Palestine	Palestine
3	Walaa Elsayed salama Mohamed	Kafre Ghanem – Elsenbelwan-Eldakhli a		Second	Electronics engineering	7/3/1989	yemen	Palestine

[A list of the distribution of students 2010/2011](#)

No.	name	Address of the city	Address	grade	division	Date of birth	Place of birth	Nationality
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3	Walaa Elsayed salama Mohamed	Kafre Ghanem – Elsenbelwan-Eldakhli a		Second	Electronics engineering	7/3/1989	yemen	Palestine

[1/2 The students' support](#) (appendix H 1-1-2)

[1/2 The students' support systems](#) (appendix H 1-2-1)

The students' support includes support of the university book , meals and the medical care **(appendix H 1-1-2-a)**

The student can have the physical support from social solidarity fund by introducing social research to students' care department

The social solidarity fund is an important source to achieve the social solidarity principle among unable children to pursue their learning for economic reasons by giving them sample and financial aids. **(appendix H 1-1-2-b)**

The student deserve the support of the social solidarity fund in the following cases:

To be a brother to a large number of brothers in the different educational stages.

The students' father died or becomes a patient with chronic disease or the mother doesn't work in the government or the private sector.

Total or partial disability

The aids are rendered in a lot of shapes such as :the study books - the payment of the university charges - Prosthetic devices and treatment –purchasing clothes and medical glasses – cash aids - Bonn feed- supporting the students through financial donation from the teaching staff to pay of the university charges and buying the university book.

A statistic statement of the samples that are rendered to the unable students in the university year2010/2011

<i>The kind of aid</i>	<i>The number of beneficiaries of students</i>		<i>The total number</i>	<i>The deserved sum</i>	<i>total</i>
	male	female			
glasses	10	-	10	48	480
Payment of study charges	261	91	352	176	48048
Death aid	11	-	11	200	2150
Engineering Instrument	28	12	40	150 from the balance of the stores of The social solidarity fund in the faculty	
jumpers	270	140	410	they are distributed for free to the students	
Special cases study charges	60	15	75	According to the case of each student	-
total	327	113	440	-	44395

The administrative system for The social solidarity fund is formed periodically(*appendix H 1-1-2-d*)

1/2/2 the social support and health care (appendix H 1-1-2-)

The faculty introduces all social services that the students need which gives them the opportunity the to pursue their study without any hardships. The medical clinic in the faculty has been provided with the medical requirements necessary for the ordinary emergency and emergency of labs' injuries. The faculty can contact directly with the students' hospital by a special radio for this purpose *the support and motivation the support and motivation support to outstanding students and defaulters (appendix H 1-1-3)*

The faculty put documented rules to define the outstanding ,innovative and defaulters students.

The rates of the development of the ratio of outstanding students through the past years. The faculty uses various ways to support and motivate the outstanding students

such as the financial support and scientific care prizes and appreciation certificates...etc.

1. Honoring the top students in study grades, sports and art activities in the annual closing ceremony of the students' activities annual (*appendix H 1-1-3a*).
2. Honoring the top students in the bachelor stage in the graduates' ceremony (*appendix H 1-1-3b*)
3. Inventory of the top students and awarding them the rewards of the excel for the students who have the very good grades or excellent in different grades.

The faculty followed this year a program to support and care for the defaulters:

- Defining and the inventory of defaulters in the different grades. Those are the students of opportunities from abroad (*appendix II 1-1-3c*).
- Holding the direct meetings between the defaulters and the teaching staff. (*appendix II 1-1-3d*).
- The inventory of their problems and classifying the \m through questionnaires and meetings(*appendix II 1-1-3e*).
- Providing solution thatr suit the causes of their failure whether they are social, financial or scientific (*appendix II 1-1-3f*).

2/4 Guidance and Awareness (*appendix II 1-1-4*).

The faculty provides a student's guide and is distributed freely on all students annually (*appendix II 1-1-4a*).

The faculty also uses the academic guidance in the credit hours program CIE (*appendix II 1-1-4b*) which will be generalized on all the programs of the faculty after doing the necessary awareness work and telling them to the students and holding symposia to explain the system to the teaching staff and the students.

1/3The students' activities: (*appendix II 1-3*)

1/3/1 The participation in The students' activities: (*appendix II 1-3-1*)

The faculty has taken part in a lot of the students' activities that are not dedicated only on the art and sports activities but only extended to the social activity and serving the community as well as the public service.

The students of the faculty of engineering have taken part in a lot of campaigns such as the campaigns of blood donation and the clothing campaigns. They also took part in the day of orphans and preparing bags of Ramadan for the needy and other activities (*appendix II 1-3-1-a*).

The teaching staff has taken part effectively and clearly in the (*appendix II 1-3-1- b*).

The improvement propositions to increase The participation in The students' activities:

- Increasing the necessary potentialities to practice the students' activities and allocates for special activities to the students' talents, sketching halls ,music hall, table tennis hall).
- Motivation of students to participate in different activities(postponing the tests of class assignment) and dedicating periodical days to practice the different activities in a way that doesn't oppose the times of labs and lectures.

- Providing more rewards and prizes cash or samples to the outstanding in the activities that are rendered in 5thge different ceremonies.
- Dealing with the students in different intellectual levels to attract students to participate in the activities .
- Discovering the talents of the students and their abilities and reinforcing them as ,well as encouraging them.
- The inclusion of students and awarding them the freedom in practicing their activities and expressing their opinions in the frame of legitimacy.
- Modernizing and developing the organizing regulation in practicing the students' activities.
- The participation of students in the different committees in the faculty.

1/3/2 The distinguish of the faculty in the students' activities. (appendix II 1-3-2).

The faculty has achieved advance positions in the different students' activities whether vat the level of the university or at the levels of the faculties of engineering all over the republic. Our students got the first positions in the plastic art and the works of galleries, sports competition ,theatre and poetry.

The faculty provides the physical ,spiritual and scientific programs to appreciate the outstanding students in the students' activities. (appendix II 1-3-2a).

The faculty awards those who have the first positions appreciation certificatesat the closing ceremony of the students' activities (appendix II 1-3-2b).

1/4 The graduates (appendix II 1-4).

1/4/1 The graduates services

The faculty has the programs to prepare and improve the skills of the graduates in the work market and this is represented in the following :

- Joining in the programs of the diplomas and master degree to satisfy the needs of the work market from engineers in all specializations.
- Forming the committee of the employment forum and implementing the first meeting.
- Establishing the faculty of engineering graduates association to enhance the relation between them and the faculty(appendix II 1-4-1 a).
- The faculty issues the graduates guide that is distributed in the graduates annual celebration. (appendix II 1-4-b).
- The program of the graduates' training in cooperation with the companies, factories and the university(appendix II 1-4).

The faculty measures the student's satisfaction by:

- the student's satisfaction is measured by the electronic questionnaire system(Al Faraby) (appendix II 1-4d).
- The vice dean of education and students' affairs distributes forms to measure the student's satisfaction (appendix II 1-4e).

2- The academic standards:

2/1 The academic standards(appendix II 2-1).

2/1 /1 The adoption of the academic standards(appendix II 2-1-1).

- The faculty adopted the national referent academic standards (NARS) that are issued from the national association of the education quality assurance and accreditation that are concerned with the studying courses in the bachelor stage in engineering.
- The faculty council adopted these standards (appendix II 2-1-1 a)..
- The faculty's mission and goals compromise with the adopted standards which appear in the specification of programs and courses. (appendix II 2-1-1 b)..

2/1/2 The applicable practices of The academic standards (appendix II 2-1-2)..

The quality assurance unit spread the culture of quality in general and gives due care for the awareness of the concepts related to the academic standards and applied them on the studying courses in the different scientific departments. This is through the following practices:

Holding procedural workshop for teaching staff about the academic standards and how the courses compromise to achieve them. (appendix II 2-1-1 a).

The teaching staff adopts at the beginning of each course by joining the goals of the course and its educational targeted outcomes with their equivalent from the goals of the program and its educational targeted outcomes.

The quality assurance unit spread the academic standards on the faculty website and its periodical bulletins www.mans.edu.eg/qau (appendix II 2-1-1 b).

2/1/3 The compromise of the educational programs with the academic standards (appendix II 2-1-1 a).

the educational programs are audited by work teams inside the faculty and specialists from outside to make sure how far the educational programs compromise with the adopted academic standards .

the faculty had taken correction measures that are necessary to the interpolation of notes that come from auditors that are concerned with the specification of some courses that misses the target educational outcomes and necessary to the interpolation of the programs matrix. (appendix II 2-1-1 a).

3- The educational programs / courses

The educational programs that the faculty introduces are compromised with its mission and strategic goals. the faculty is keen on the specification of these programs and their periodical auditing .The applicable practices in this field as follows:

3/1 The education courses and the needs of the community and development

The internal regulation of the bachelor stage (appendix II 3-1).

The adaptation of the education programs to satisfy the needs of work market: (appendix II 3-1-1).

- The faculty has studied the needs of the surrounding community and the local and regional society and in light of this the regulation of the program of the bachelor had been audited and modified and this includes inserting some new courses to satisfy the needs of the work market and anew regulation had been issued and the faculty council had adopted it dated 28/10/2004

- The faculty had established the new program of the information and communication engineering (**CIE**) in credit hours system and it began from the university year 2005/2006 and the faculty has recently established the [program of the building and construction engineering (**BCE**) and it was approved to start the study in it from the university year 2012/2013 in response to the work needs (appendix II 3-1-1-a).

- ***The internal regulation of the programs and their courses achieve the following goals:***

- The application of modern methods in teaching and learning and taking care of self learning to achieve the quality in engineering education.
- Reinforcing the students' capabilities and preparing them to compete after graduation in the work market locally and regionally.
- The programs are characterized by flexibility. there are in the courses some chosen subjects and modern attitudes in the specialization...that allows the insert of any topics that work market imposes to catch up with the modern science.

3/2 The designing and the development of education courses (appendix II 3-2).

3/2 The designing of the courses (appendix II 3-2-1).

- The study courses is specified and documented clearly by the departments councils and the faculty council. (appendix II 3-2-1-a).
- The specification and reporting of courses on the Pharapy System on the university website is available to all students and the teaching staff.
- The faculty benefits from the reports of courses that are based on the students' questionnaires about courses in the preparation of the programs' reports.
- The faculty is keen that the target learning outcomes to each programs are achieved through its course and these outcomes are the goals of the programs and they are discussed in the annual reports of the programs and introduced to discussion in the faculty council;
- The faculty provides the educational means used in learning to achieve the outcomes of the programs in a simple and modern way.
- The faculty also seeks to provide books and references used in teaching the programs and their modernization. (appendix II 3-2-1-b).
- The faculty is keen on the participation of the different concerned parties at designing and developing its programs. (appendix II 3-2-1-c).
- The specification of programs and courses and distributing the study hours and field training that achieve a connected matrix from knowledge and intellectual, public and professional skills and solving problems(appendix II 3-2-1-d).

3/2 The modernization and the development of education programs and courses (appendix II 3-2-2).

The faculty asked the help of some auditors from outside to audit its programs and courses in the bachelor and post graduate stages which is used on El Pharapy system which are counted and analyzed its results by statistics on the system and then defines the points of strength and weakness and try to improve the points of weakness.

(appendix II 3-2-2).the questionnaires of the students' evaluation to courses.

3/3 the effectiveness of education programs

3/3/1The indicators of the effectiveness of education programs

The number of students that joined the faculty in the engineering bachelor stage in the last five years are as follows :

<i>The university year</i>	<i>The number of joined students</i>	
	<i>The ordinary program</i>	<i>The program of credit hours</i>
2007-2008	9302	105
2008-2009	9521	114
2009-2010	8281	127
2010-2011	8345	123+2 they traveled to Tottenham
2011-2012	8997	120

Immediately after the appearance of the exam results the quality assurance unit study the results of the students and statistics of success and defining the reasons of discrepancy in comparison with the last years.

4- teaching , learning and supporting facilities :

The faculty is working on providing the teaching and learning opportunities and is keen on the adaptation of the used methods in the targeted outcomes of learning and encourage all non traditional types of learning and it works on creating the opportunities of self learning for all students and evaluate the students fairly and subjectively and by using various methods and includes the applicable practices in this field as follows:

4/1 Teaching and learning strategy: (appendix II 4-1).

4/1/1The availability teaching and learning strategy. (appendix II 4-1-1)

- The faculty adopts various methods and strategies of teaching and learning to guarantee the achievement of its mission through the outcomes of the educational programs. the used learning strategies differs according to the nature of the programs and the number of courses and the students that range from self learning, field training and scientific expeditions and writing reports.
- The academic departments in the faculty integrate to choose the suitable strategy in cooperation with the teaching staff and these strategies are documented in the specification of courses so as not to change with the change of the teaching member that teaches. these strategies are audited after analyzing the results of students survey and the members of the teaching staff and the exam results.
- The faculty provides a group of aides to teaching and learning, they includes specialized labs in each department according to the nature of study in it such as the physics and chemistry labs in addition to the labs of language and computers (appendix II 4-1-1).

- There are non traditional types of learning such as the scientific expeditions and the rings of discussion to guarantee the achievement of target results of learning that its hard to achieve them in traditional methods.
- The faculty is keen on the supporting of the self learning and encouraging its practices and the work is going on making certain ,clear ,adopted and announced strategies to self learning through:
 1. It's available for students to use the international databases through the specification of user number(**ID**) and (**Password**) to each student the university net.
 2. The work on improving and developing the infrastructure of the E-learning unit and supporting it with the modern and developed equipment.
 3. The work on the encouragement and motivation of the members of the teaching staff on the attitude of using the modern and nontraditional methods of learning.
 4. The work on developing the skills of the members of the teaching staff through holding training courses and workshops.
 5. Asking the help of the university E- learning center to turn some courses to electronic courses.
 6. Commissioning the students to making scientific reports with the help of references and periodicals and discussing them in them.

The faculty adopts organizing training courses to make the students gain skills by using specialized programs such as the primavera, Auto disc, Mata lab and sab in all scientific departments.

4/1the auditing of the teaching and learning strategy: (appendix II 4-1-2).

The teaching and learning strategy is audited periodically in the light of the exam results and the survey directed to the students on Alfaraby system electronically and the feedback from the members of the teaching staff and the assistants.

4/1/3 The methods of teaching and learning: (appendix II 4-1-3).

the faculty strategy includes nontraditional types such as the e- learning where a number of courses is turned into electronic courses and all benches are equipped with data shows. the students' survey told that these methods are suitable to students a lot Also some benches ,sketching halls ,some labs and computer halls are provided with interaction boards and virtual boards.

4/2 The followed policies in dealing with education problems: (appendix II 4-2)

Education problems: (appendix II 4-2)

During the year 2011/2012 the faculty administration seeks to putting clear policies to solve the different education problems on many levels:

1-The extra numerical density of students:

- The students are divided into small groups.
- Encouraging the use of the modern and nontraditional methods as well as the virtual labs.

2-private tuition:

- supporting the defaulters and organizing additional exercises classes for them by the members of teaching staff and the assistants.
- Developing the lessons halls and providing them with some advanced visual and audible equipment.
- The dependence on a modern and developed methods of education.
- Training students on exam system.
- Activating the system of students' leadership.
- Developing the university book
- Holding periodical meetings with the students

3-The university book

- the scientific departments form committees to audit the studying notes ton make sure that the content is matching the specification of the courses to guarantee the achievement of the target teaching and learning outcomes.
- Providing the university book in an easy and simple shape as well as including illustrative models and questions.
- Encouraging the team authorship in the scientific departments and enrolling them with deposit numbers.
- The faculty administration take the responsibility of distributing the university book and note books in all the University Book distribution outlets and supporting its price so as to be available for students in good price in suitable time.

4-The weakness of resources:

- The faculty administration seeks to activate and promote the services of the units that have private nature(the center of the scientific, lab and technical services and the center of studies and engineering consultations) to increase the resources of the faculty. **(appendix II 4-2-1-a).**
- The dependence on the specific programs as a source of funding and attracting the foreign students to study in the faculty.
- The promotion of the study programs in the faculty of the bachelor and post graduates stages especially the specific programs(the program of the communication and information technology engineering , the building and construction engineering and the master degree of the technology and environment administration engineering) to attract the foreign students to study in the faculty.
- Receiving cash and physical support from some productive and service institutions and associations to the study labs in the faculty to achieve the outcomes of the educational process. **(appendix II 4-2-1-b).**
- The faculty invests the scientific conferences and symposia in providing the financial resources to organize these activities effectively and in an economic way that provide the faculty with the additional income through the organization of some galleries at the margin of the conferences and thus having the support from institutions and associations. These conferences are good occasions to the participation of foreign delegation that pay for their participation in hard currency.

- Encouraging the teaching staff members to introduce projects with local and international fund from donating sides.

5-The lack of the numbers of the teaching staff members

- The ratio of the teaching staff members to the students reaches to 1:30.It's a suitable ratio but in some specializations ,it rises and the faculty faces this lack by putting mechanisms to reach the required ratio through the mandating teaching staff members from other faculties. Increase the number of students from the distinguished to be assigned to work as teaching assistants
- Attracting the seconded to work abroad and defining the numbers of the seconded in each department.

6-The weakness of students' attendance

- Using effective systems to control the students' absence and deprive the students who have absence ratio more than 25% in the practical lessons from attending the exam of the course according to the internal regulation of the faculty.
- Encouraging the teaching staff members on using modern teaching methods to attract the students.
- Spreading the awareness among the students about the importance of the attendance
- Doing periodical tests constantly.
- Allocating part of the assignment marks on the punctuality of students on attendance.
- The return from the followed policies in solving the teaching and learning problems.
- The faculty seeks to improve the practical practices in teaching and learning through the application of different policies to solve the problems the faculty suffers from in this field:
 - Providing the university book in good price in suitable time.
 - The students are divided into small groups and improving the study environment(providing the benches with some of the advanced visual and audible means)
 - Establishing reading halls.
 - Increasing the library financial allocations.
 - Doing periodical tests and mid term exams systematically.
 - Providing some lectures in digital figure and making it available to the students on the faculty website.
 - Providing some electronic courses.
 - Providing exams store to enable the student train on exams
 - Providing the electronic library

4/3 The field training programs for students: (Appendix II 4-3).

4/3/1 The field training programs for students: (Appendix II 4-3-1).

- The training program for students aims to the development of the scientific and professional skills that the graduate must enjoy and it depends mainly on the training in engineering companies and factories. There is an adopted regulation for the summer regulation^{4/3} the field training programs for students: (Appendix II 4-3-1-a).
- The summer training is done under the supervision of teaching staff and their assistants for 18 weeks for 24hours a week (distributed on three stud years
-).
- The performance of the student in the summer training is evaluated according to certain criteria by a committee from the supervisors inside the faculty and from the training institution and the student must achieve a satisfied performance to graduate(Appendix II 4-3-1-b).
- The summer training program participates effectively in achieving the target education outcomes by gaining some practical .administrative and applicable skills(Appendix II 4-3-1-c).

4/4 The students' evaluation system (Appendix II 4-4).

4/4The methods of the students' evaluation: the exam and control regulation (Appendix II 4-4-1).

- The faculty is keen on the diversity of methods of the evaluation from periodical tests with certain times in addition to the final test. It's clear from the regulation and distributing marks that there are various tests between oral and written tests.
- The exam paper includes applicable ,skills and knowledgeable questions to achieve the variety in questions in the aim of the verification from all the target education regulations in the graduate properly (Appendix II 4-4-1a) the models of exams last year first and second terms.
- The faculty administration doesn't put the exams time table according to what it sees but announces it in a month before the exams in a preliminary shape then modify it according to the suggestions of the teaching staff and the students then it's announced in its final shape in 20 days before the exams at least in the scientific departments and on the faculty website (Appendix II 4-4-1b) the models of the suggested time tables from the administration and the final timetable and the letters from the vice dean of education and students' affairs in this respect.
- The results of the exams are introduced to the departments to analyze them and on the supreme committee of syllabi to rethink in the teaching and evaluation methods and how far the standards are verified in addition to the correction resolutions to the path.
- The results of the exams are announced in two weeks from the end of the tests and at the same time the door of the complaint is opened and the student receive a reply to the complaint in two weeks maximum from the date of introducing the date and is reported through the office on the faculty vice dean in decided time (Appendix II 4-4-1c) real samples of the last year complaints and their replies (first and second term).

4/5 The available potentialities for teaching and learning (Appendix II 4-5)

4/5/1 The library (Appendix II 4-5-1)

- The library database (the area in proportion with the number of students, light, equipment, ventilation, references, development services, employees, information technology, work times, the services rendered to the beneficiaries, enrolling visitors, means of receiving complaints, the level of the beneficiaries' satisfaction...) (Appendix II 4-5-1-a).
- The faculty take part in the databases system in the university libraries. All the holdings and workbooks enrolled on the database and the teaching staff, assistants and the students can use them in the research processes on books, references and periodicals.
- The area in proportion with the number of students is suitable and with that the faculty resorts to nontraditional to improve the efficiency of the library such as the extension of opening the library until 6p.m instead of 3p.m (Appendix II 4-5-1-b).
- The reading halls are equipped computers connected to the internet. (Appendix II 4-5-1-c).
- The work is going on the improvement of the quality of the services that the faculty introduces to the students in the light of the increasing numbers by improving the means of ventilation and light and the faculty is provided with the modern safety equipment.
- The faculty increases the number of employees in the faculty and increases their efficiency and the work hours for the sake of increasing the efficiency to the maximum.
- The library has a large number of paper and electronic books, references and periodicals in different engineering specializations.
- The faculty administration is keen on receiving the students complaints about the library services the box of complaints and suggestions the followed the vice dean of post graduate studies and research and studied by the committee of the library studied it and provide solutions to it.
- The employees enroll all visitors on the library whether from the members of the teaching staff, assistants and the students and count the ration of the beneficiaries from the library services monthly.
- The level of satisfaction of the beneficiaries from the library has been measured (Appendix II 4-5-1-d).

4/5/2 Teaching halls, labs and benches database

(the area, light, equipment, ventilation, illustrative means, teaching technology, the number of students....) (Appendix II 4-5-1).

- The faculty has a large number of benches that are good for study from visual and audible aids, ventilation there are a large number of teaching halls, labs, computer and sketching halls (the number – capacity...) (Appendix II 4-5-2).
- The faculty is keen on the best use of teaching halls, labs and benches with the increase of the students' numbers, the study timetables have been prepared so that

the big halls receive the large number of students and equipped with **DATA SHOW**.

4/6 The students' satisfaction (Appendix II 4-6).

4/6 The measurement and evaluation of students' satisfaction (Appendix II 4-6-1).

- The quality assurance unit and the technical center design and analyze the surveys of students' opinions and evaluate the education process ,courses and teaching staff on the university website (alharaby system) (Appendix II 4-6-1-a).
- The heads of the departments read the results of the students' evaluation to courses and prepare a report about them and introduce it to the department council and take the necessary correction resolutions about it.
- There is the box of complaints and suggestions the followed the vice dean of education and students' affairs and collect and study them to provide suitable solutions. (Appendix II 4-6-1-b).
- The quality assurance unit has designed the questionnaire models to measure students' satisfaction .They includes:
 - Knowing the study plan and the content of courses.
 - Using the educational means that achieve goals
 - How far the commitment of the times of lectures and other things (Appendix II 4-6-1-c).
- The results of the measurement and evaluation of students' satisfaction have been analyzed. **They are summarized as follows:**

First the strength points: the strength points are summarized in the following topics:

The library (the available equipment- the information technology inside the faculty – cleanliness – order-the borrowing system inside the library- the variety and modernization of references)

The suitability of the teaching halls(light – ventilation- boards-audible equipment – data shows).

The policies of approval and transfer (The policies of approval are announced in the students' guide and the faculty website and students' affairs' administration).

The transfer is done in the suitable time in a way that doesn't affect the study.

The provision of clear information about The policies of approval and transfer.

The students' activities (how far is the variety of the activities- the activities is suitable and sufficient to absorb the students- rewarding and appreciating the excelled students in the students' activities.

The students' support(how far the office hours for the teaching staff help the defaulters in the study) providing the students' with special needs all support (structural facilities – academic support – physical and psychological care...etc.-there is a box of complaints and suggestions in the department-the speed of reply to the complaints and suggestions- support and motivation to the excelled students).

The academic guide (the faculty used the academic guide system-awareness and reporting the students and how far the students react with the academic guide.

Second: The weakness points:

The weakness points are summarized as following:

- The summer training(the field training skills are not varied-the community parties didn't participate in the field training programs for students- there weren't seriousness in the supervision or follow up the summer field training programs – the used models for students' evaluation were not suitable during or after the training)
- The over increase of the students' numbers.

The faculty has taken the following correction measures:

- Caring for the summer training and asking the help of the industry sector in hard and fruitful training in the field of sector of education and students' affairs(this by the contact with the productive and service institutions such as the Arab contractors company- the Showman company for producing plastics- the infrastructure institutions – textiles factories in Mahala...etc.).
- The constant work on courses in a way that catch up with the needs of work market through introducing a set of questionnaires on the work market organizations and providing training courses and programs to the graduates constantly that lead to the improvement of their skills to compete other graduates from other faculties.

5- The teaching staff members

5/1 The sufficiency of the teaching staff members and the assistants:

5/1/1 The teaching staff members

The teaching staff members 2011/2012

data	male	female	total
On Workforce	193	19	212
Seconded or special leave	64	2	66
Full deputed	14	--	14
Science mission	3	--	3
Total work force	274	21	295

The proportion of the teaching staff members to the students doesn't match the international ratios .

year	2011/2012
Total number of students	8996
Total number of the members	295
The ratio	30%

The previous table shows the big gap between the ratio of teaching staff members and the students.

- ❖ The faculty put mechanisms to define the deficiency through annual statistics. It also take measures to reduce this deficiency through urgent solutions and others by long term solutions.

The urgent solutions:

1. The commitment of rule as the organize secondment and leaves and taking care of the ratio of the exited members on work
2. The mandate of the teaching staff members from outside of the faculty.

The long term solutions

1. Making five years' plan to appoint the assistants and taking into consideration the real needs from the teaching staff members in different specializations on the long run.
 2. Encouraging scholarships and gifts to enable the assistants to have the scientific degrees to occupy the jobs as the teaching staff members in the required specializations
- ❖ The distribution of courses on the teaching staff members according to their specializations and mandating the teaching staff members from outside of the faculty in case of the non compromise of the specializations. The faculty takes care of the enrollment of scientific degree cope with the specializations in the departments and when one of the assistants have a scientific degree , three of professors in the department examine the thesis and make a report that certify that it's in the core of the teaching and research specializations in the department.

5/1/2 the assistants' members:

- The number of assistants on the faculty force 2011/2012

data	male	Female	Total
Assistant	96	37	133
Assistant lecturer	85	23	108
total	181	60	241

- The number of assistants on work force 2011/2012

data	male	female	total
Assistant	70	27	97
Assistant lecturer	66	19	85
total	136	46	182

- The number of envoys abroad 2011/2012

data	male	female	total
Assistant	16	1	17
Assistant	20	1	21

lecturer			
total	36	2	38

- The number of assistants that have unpaid special leave 2011/2012

data	male	female	total
Assistant	3	3	6
Assistant lecturer	6	9	15
total	9	12	21

The appointment of the teaching staff members and the assistants.

- The academic departments in the light of the numbers of students ,teaching hours and the available specializations of the teaching staff members make appointment plans that the faculty council adopts so that the numbers of the appointed commensurate with the real needs of the departments and they have been audited in the light of the new changes
- The appointment is done according to the real needs of the departments and the rules of The appointment the teaching staff members is announced .it's done according to the law of universities' organization(the law No.49 for the year1972).

5/2 The development of skills and abilities of the appointment of the teaching staff members and the assistants (Appendix II 5-3).

5/2/1 The training plan

- Out of that the teaching staff members are the main pillar to make any success or change or development the faculty adopts their development through three main dimensions. They are the scientific, administrative and the professional abilities.
- The faculty asked the help of the Full –time and the part time professors in putting the strategies of teaching and study and how far the exam paper corresponds with the standard characteristics.
- There are documented mechanisms to define the training needs for the teaching staff members and the assistants which define in them the fields of training.
- The implemented training program satisfy the needs of each category such as:
- The attendance of courses for development of the teaching staff members' capabilities (**FLDP**) (**Appendix II 5-2-1-a**).
- The attendance of The attendance of courses and workshops in other universities for training and promoting the efficiency of the teaching staff members.
- The attendance of local and international conferences in all engineering fields (**Appendix II 5-2-1-b**).
- The effectiveness and the return from these trainings are evaluated through:
- The questionnaires which the students make to the assessment of the teaching staff members' performance.

- Elevating the standard of the students' performance which appears through the periodical tests.
- The feedback from the graduate and the beneficiaries.
- The applied member of the teaching staff and the assistants must have higher scientific degree by attending six training courses at least from the programs the center of the development of the university performance. (Appendix II 5-2-1-c).
- According to the training needs of the faculty, a lot of the training programs all over the faculty had been implemented. The most important implemented training program includes: (Appendix II 5-2-1-d).
- The faculty benefits from the project ICTP which introduces training courses in the field of computers.

5/2/2 The training evaluation (Appendix II 5-2-1-d).

- The faculty take measures to evaluate the training .this is done through the analysis of the questionnaires of the trainee to define the weakness and strength points in the training programs and thus the supervisors of these training programs evaluate their programs. (Appendix II 5-2-2).

5/3 The evaluation of the performance and satisfaction of the teaching staff members and the assistants

5/3/1 The evaluation of the performance of the teaching staff members and the assistants.

The evaluation of the performance of the teaching staff members and the assistants in the faculty is based on the practices connected to their duties where their promotion to higher scientific degree or appointments stop at any leading jobs. They are clearly expressed in these elements:

- Committed to study timetables and educational activities.
- The participation in the students' activities and leadership.
- The research and scientific activity
- The administration and leadership efficiency
- The contact and experience skills.
- The dealing flexibility in different situations.
- Having training courses in the fields of leadership and financial and legal affairs.
- The participation in the fields of quality and development(all over the faculty and the university).
- The participation in the activities of community service and the development of the environment.
- The participation in the national activities.
- The cooperation and the relation with their fellows and Superiors and subordinates.
- Their career which certifies the punctuality and honesty.
- ❖ The evaluation is done the file of the teaching staff members on alfarapy system to quality assurance and accreditation on the university website and which includes the following tools: (Appendix II 5-2-2-a).

- The specification and the reporting of the courses which they teach:
- The annual plan related to the member of the teaching staff.
- The annual report related to the member of the teaching staff.
- The autobiography.
- The participation in the students and scientific activities.
- The participation in the research and scientific activity
- The participation in the fields of quality in the faculty.
- ❖ The rewards of the quality of the performance of the teaching staff members and the assistants is linked with how far their commitment to achieve most of the previous requirements.
- ❖ The teaching staff member has the chance to complain in case of his dissatisfaction from the return of the quality of the performance.

5/3/2 The evaluation of the job satisfaction of the teaching staff members and the assistants.

- The faculty is keen on the measurement of the job satisfaction of the teaching staff members through the questionnaires to the teaching staff members and the assistants about how far their job satisfaction in its different sides that includes the following elements:

The ways of the appointment of the administrative staff and supreme leaders and others from the rest of the elements of survey.

- ❖ The faculty is keen on benefiting from the analysis of the survey results for example across the teaching staff member for not telling them in advance the faculty council resolutions and their different committees. The faculty council generalize his resolutions on all the teaching staff members and forcing the departments to make a copy of its resolutions on bulletin board. (Appendix II 5-2-2-b).

6- The scientific research and other scientific activities:

The scientific research is one of the main activities in the faculty so the faculty gives it due care and this is clear in its mission which dedicated a main part for the scientific research

6/1 The scientific research plan (Appendix II 6-1).

6/1/1 The availability of the scientific research plan (Appendix II 6-1).

- The faculty adopts a new attitude which is that the work in the research is going through a research plan that has a relation with the university plan. (Appendix II 6-1-1-a).
- The faculty research plan had been discussed in the departments and making suggested modifications for it and then discussed and adopted in the faculty council in the light of the preparation of the research plans for the faculty.
- The priority in the distribution of the scientific research budget is to the researches that match the faculty research plan.
- The faculty had announced this plan on the faculty website.

- The responsibility of the follow up and implementation of the plan is to the committee of the postgraduate studies and research to discuss and applied and any suggestions that comes from the departments that are related to its modification in the light of any new in science and physical or human potentialities.
- The compromise of the faculty scientific research plan with the human potentialities in it.

6/2 The efficiency of the research process (Appendix II 6-1-1-a).

6/2/1 The indicators of the efficiency (Appendix II 6-1-1-a).

- All teaching staff members take part in the scientific research through the supervision on the post graduate students and doing researches and research projects.
- The teaching staff members and their assistants are distinguished category in publishing researches the quality and quantity also from the fruitful participation in conferences, symposia and workshops and organizing them.
- The faculty had set up database that includes the human and research faculty resources.
- Database of the scientific researches for the teaching staff members and their assistants is set up on the university website.
- There are complete data on the teaching staff members and their published researches in the local and international science magazines.
- The faculty has put a policy to encourage the teaching staff members and their assistants to make common researches locally and internationally through:
- A warding spiritual and physical awards to the distinguished thesis.
- The university funds the common researches that the different departments of the faculties inside the university do together.
- The faculty adopts candidacy of the distinguished researchers from the teaching staff members for prizes
- The faculty supports the attendance of the teaching staff members and their assistants in the scientific researches conferences, symposia and workshops.
- The faculty has put a training plan that includes programs for developing the skills of assistants.
- Organizing symposia that aims to exchange the experiences among the visitors from the teaching staff members and their assistants.
- Organizing periodical seminars in the departments.
- Organizing specialized workshops to enhance their skills and their participation in the development of the teaching staff members' skills (**FLDP**).

6/2/2 The encouragement and motivation of the scientific research (Appendix II 6-2/2).

The faculty encourages the common scientific researches among the scientific departments through funding the research projects that can be implemented through the common cooperation among the different departments in the faculty .

the productive and service institutions benefits from these researches but not remarkable because there is a big gap between production and applied researches in the faculty There are also common scientific researches with the international scientific institutions.

the faculty has a number of the teaching staff members that have won prizes such as the state appreciation prizes and the state prizes for science excel in addition to the prizes for the best master degrees and PhD thesis(Appendix II 6-2/2).

The statement of the prizes and the best

Faculty of Engineering – Mansoura university 2000-2010

year	The best master degree		The best PhD		The university encouragement prize		The university appreciation prize		The science excel prize		The total number of candidate	The total number of awarded
	Candidate	awarded	Candidate	awarded	Candidate	awarded	Candidate	awarded	Candidate	awarded		
2000	3	2	4	0	5	1	1	1	0	0	13	4
2001	0	0	0	0	2	0	0	0	0	0	2	0
2002	5	1	4	1	2	0	2	2	0	0	13	4
2003	1	0	2	0	3	1	3	0	1	1	10	2
2004	2	0	2	2	3	1	2	1	1	0	10	4
2005	2	0	2	1	2	0	1	0	1	0	8	1
2006	2	2	0	0	3	1	2	1	2	1	9	5
2007	2	1	2	1	3	1	0	0	0	0	7	3
2008	1	1	2	1	2	0	0	0	0	0	5	2
2009	2	1	2	1	3	0	1	1	0	0	8	3
2010	1	0	2	1	1	0	0	0	0	0	4	1
2011	0	0	0	0	0	0	0	0	0	0	0	0
	21	8	22	8	29	5	12	6	5	2	89	29

6/2/2 The participation of the scientific research in reinforcing and the support of the educational process (Appendix II 6-2-3).

- Most curricula are supported with the outcomes of the scientific researches
- In addition to using the outcomes of the scientific researches as applicable examples to illustrate the scientific theories and concepts in the educational
- The design process of some new experiments is based on the outcomes of these scientific researches.

6/3 Funding the scientific research (Appendix II 6-2-3).

6/3/1 The resources of funding the scientific research

Funding the activities of the scientific research is not limited on the governmental support through the scientific research budget in the university which is distributed among the different departments in the faculty according to the number of the teaching staff members in each department. This budget is very weak and doesn't fit the need of research in each department but also extends to the fund of foreign sides (Appendix II 6-2-3-a).

A statistic statement of research projects

Funded from the university research accountancy unit

The faculty studies nontraditional means of reducing this deficiency through rendering the research services using the equipment in its labs and the experience of the teaching staff members to provide the consultations in return for charges ,the faculty use it to maintain these equipment and the operation requirements. Researchers in the scientific research field depends on funding their researches on the research projects and their own money.

The faculty had applied a number of research projects to the funding sides such as **FP7** and **Tempus** and the academy of technology and the scientific research so that the faculty invest funding these projects in the expedition on the scientific research And the priority to the common researches which are in the core of the research plan and have the application nature.

The measurement of the scientific research returns:-

- The returns of the scientific research are measured as follows:
- The number of researches in the faculty in comparison with other faculties and also on the level of the departments and the members from the database which is set up for this purpose on the university website.
- The inventory of the applicable researches and patents in the international published researches
- The ratio of the active teaching staff in the scientific research to the total number of the teaching staff.
- The number of projects and the volume of the budget for it.
- The number of the master degrees and PhDs
- The scientific missions and the attendance of the scientific conferences.

6/4 other scientific activities (Appendix II 6/1).

6/1/1 the funded research projects and conventions

(Appendix II 6/1/1).

The teaching staff participate in the implementation of a number of the common research projects among the departments and in cooperation with other faculties in the university.

The distribution of the research projects on the scientific departments

<i>Scientific Department</i>	<i>The number of projects</i>	<i>the research fund</i>	<i>Funding the projects of Interdependence</i>	<i>Foreign Funding in dollars</i>
Public Works Engineering	7	83.200	0	200.500
Production & Mechanical Design Engineering	4	63.333	20.000	0
Structural Engineering	4	83.300	0	0
Electronics and	1	13.000	0	0

Communication				
Mathematical and Physics Engineering	1	25.000	0	0
Mechanical Power Engineering	7	110.000	40.000	0
Textile and Spinning Engineering	16	272.999	30.000	0
Computers and System	6	46.417	20.000	0
Electrical Engineering	3	50.000	0	50.000
	49	747.249	110.000	250.500

The faculty has started in the activation of the most scientific conventions to the common benefit between the faculty and other international foreign sides (Appendix II 6-4-1). A statement of the valid international conventions between the faculty of engineering and foreign universities

6/4/2 The conferences and the other scientific activities (Appendix II 6-4-1)

The teaching staff participate in the conferences that have the local and regional nature ,training courses and workshops. the university share in the expenses of the attendance of the teaching staff and their assistants to the local and regional and international conferences (appendix ii 6-4-1)

the faculty issues announced periodical magazines on the faculty of engineering website and Mansoura university website which is specialized in engineering and the teaching staff (professors) in addition to other judges from outside the faculty make a judgment on the national and international scientific periodicals. (appendix ii 6-4-2-b).

A lot of the teaching staff members got different prizes as shown in the following table: (appendix ii 6-4-2-c).

A statistical statement of prizes for 2010

S.N.	The name of the candidate	The kind of the prize	The year of candidate	Notes
1	Eng/Ahmed Youssif Hatata assistant lecturer in the department of electrical engineering	The best master degree thesis	2008-2009
2	Eng/ Rnia Mostafa Mahmoud an engineer in the department of Production & Mechanical Design Engineering	The best master degree thesis	2008-2009	awarded
1	D/Nehal Fayez Awad a lecturer in the department of Electronics and Communication	The best PhD thesis	2008-2009	awarded
2	Electrical Engineering department	The best PhD thesis	2008-2009	The specialization

				was nominated but not the person
1	D/Elsayed Abdelhady Alshafy assistant lecturer in the department of Mechanical Power Engineering	The university encouragement prize	2008-2009	His candidate was refused from the university administration
2	Mathematical and Physics Engineering	The university encouragement prize	2008-2009	The specialization was nominated but not the person
3	Production & Mechanical Design Engineering	The university encouragement prize	2008-2009	The specialization was nominated but not the person
1	Prof. Hamdy Ahmed Mekaty	The university appreciation prize	2008-2009	awarded

The university prizes for the scientific excel the scientific departments nominated them 2008-2009

1	Reham Mohsen Mohsen Mohamed Aldin a lecturer in Irrigation and Hydraulics Engineering department	The best master degree thesis	2009-2010	
1	Mohamed Mohamed shawky abdelaleem A boulilah	The best PhD thesis	2009-2010	awarded
2	Ayman Ebrahim Mahmoud Ebrahim	The best PhD thesis	2009-2010	
1	Dr/Sherif kesk	The university encouragement prize	2009-2010	The candidate didn't complete the required papers and sending them to the university

A lot of the teaching staff members got fund for applicable research projects as shown in the following table: (appendix ii 6-4-2-d).

Title of the project	The main researcher	The date of the project start	The date of the project start	The funded side	The volume of the fund
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The early discovery of defects in ring knit wear	Prof/Hemdan Abdo Abotalb professor in textiles dept	2/3/2004	26/7/2007	The university research unit of account	20000 pounds
The behavior of industrial hinge under the influence of magnetic field	Prof/Mustafa zaki Mohammed Abd Hady. Professor in production engineering	20/8/2005	25/11/2009	The university research unit of account	20000 pounds
Natural gas technology and techniques of fuel cells	Prof/salah Hassan Emam professor in mechanical power	20/8/2005	4/9/2008	The university research unit of account	20000 pounds
Estimating the ability of knitting	Prof/Ahmed Adel Mohamed El Hadidi professor in textiles	16/11/2005	29/1/2009	The university research unit of account	20000 pounds
Benefiting from the wastes result from beet sugar industry (lime mud) in building and construction industry	Prof/Ahamed Hassaneen Ahmed Abd El Raheem professor in structure engineering	Faculty council approval dated 14/11/2005	30/3/2010	The university research unit of account	30000 pounds
Study of possibility of using ozone gas in systems to get rid of dangerous wastes and sterilizing water and	Prof/Helmy Elsayed Gad professor in mechanical powers	Faculty council approval dated 14/11/2005	progressive	The university research unit of account	30000 pounds
Censorship and remote control system for electric power nets	Magdi Mohamed Elsaadawy assistant professor in electric engineering	Faculty council approval dated 10/6/2005	progressive	The university research unit of account	30000 pounds

Title of the project	The main researcher	The date of the	The date of the	The funded side	The volume
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		project start	project end		of the fund
recycling of lime mud in sugar beet factories economical technical study	Prof/Elsayed Mohamed Abd Elrasoul emeriti us professor in production engineering	14/6/2007	5/5/2009	The university research unit of account	30000
the removal of iron and manganese from the under ground water by using slow sand filtration	Prof/Ahmed Fadl Ahmed El Ashri professor in public works engineering	28/2/2008	The report isn't adopted from the university from its date	The university research unit of account	30000
The study and assessment of the impact of mixing Egyptian cotton with the imported one properties and quality of produced threads and cost	Prof/Fawkia Faheem Esmael Habibi professor in textiles engineering	29/4/2007	30/6/2010	The university research unit of account	30000
The assessment of production and quality of non traditional threads	Prof/rezk Abdallah Elbeyali emeritus professor in textiles engineering	29/5/2008	continuous	The university research unit of account	30000
producing bullet proof vest from crop straw	Dr/Ali fawzy sakr a lecturer in textiles engineering	8/6/2008	continuous	The university research unit of account	30000

7The post graduate studies

The faculty seeks in introducing the postgraduate programs that have high quality through an accurate specification and their periodical auditing and verification of the target learning outcomes to any program and courses that satisfy the needs of the work market and the latest scientific and research trends in a way that participate in achieving the mission of the faculty and adopting subjective systems for evaluating the students of the post graduate studies and keen on the students' satisfaction. The applicable practices of the faculty in this field as follows:

7/1 The awarded degrees (appendix II 7-1).

7/1 The diplomas and the awarded scientific degrees (appendix II7-1-1)

- The faculty follows various means for the definition of post graduate studies programs it provides through its website ,students and graduates' guide and

addressing the engineers syndicate and the graduates of the faculties of engineering

(appendix II7-1-1-a).

- The faculty has databases concerned the numbers and the kinds of diplomas and scientific degrees that were awarded over the last years and classified according to the students from inside (the assistants) and outside the faculty

(appendix II7-1-1-b)

8-The constant evaluation to the education effectiveness

The education effectiveness is the goal of the faculty so it depends on the comprehensive and constant evaluation to all sides of the education process and put the results of the evaluation into consideration in making a plan for improving and reinforcement through the internal system for quality administration of teaching and learning that the unit of quality assurance do and it's clear as follows:

8/1The continuity and comprehensiveness of evaluation

8/1/1 The methods and results of evaluation

- The questionnaires of all beneficiaries(the students –the teaching staff- the graduates).
- As it's clear from the appendixes the faculty had done polls for students in the bachelor stage through the questionnaires of students' satisfaction through 37 indicators 104 students take part in it distributed on the different grades. A statistical analysis had been done which shows four indicators that represent the points of strength which are the punctuality of lectures times and exercises and the exam paper covers all parts of the course while there are bigger number of indicators that show weak level according to the students' surveys and this had been directed to the concerned administration to study the means to overcome these hard ships in the coming years.
- The satisfaction of postgraduate studies' students had been measured through questionnaire 101 had taken part in it distributed on the different diplomas master degrees' students and PhDs students and the results of this questionnaire had been analyzed and which shows limited students' satisfaction on the means of evaluation ,references and periodicals ,means of motivation and the participations in conferences and research labs and funding while the enrolling system and the scientific supervision had achieved the highest ratio of students' satisfaction and according to these results to direct the bigger part of the budget of the faculty in the coming years to support the labs and the library. the measurement of job satisfaction that the academic association had made includes 30 indicators and 68 member from the members of the academic association in different scientific degrees beginning with assistants until professors . A statistical analysis had been done which shows partial satisfaction in dealing with boss then comes the satisfaction form the role of the department council and the faculty council in the discussion of the education issue but there is dissatisfaction with the job ethics and achieving the requirements of the community parties which make the faculty activating the rules and regulations concerned with the accountability and abiding

by the ethics and the trial of the participation of the community parties in what the faculties takes from measures.

- Team and individual meetings with beneficiaries.
- The follow up of reports of courses of each term through the university website. the quality assurance unit makes periodical follow up to the reports of courses in each term and direct the scientific departments to complete these reports which appears in the statistics and inserting the reports of the courses for 2009-2010 and 2010-2011 in the mentioned appendix.
- The reports of internal and external auditing where the faculty is keen on finishing the reports of auditing the courses and the programs through forming the committees for internal auditing from the teaching staff in the scientific departments and external committees from specialists from the different Egyptian universities and through these committees the programs of bachelor and post graduate studies had been audited .the scientific departments had made the modification according to the recommendations of these committees as shown in the appendixes.
- The improvement plan of the scientific and administrative departments that include the implementation plan for the five-long strategy which deals in details the implementation activities and limited periods to every activity also the indicators of verification from completing each activity to achieve a goal from the faculty goals.
- The workshops and symposia that the faculty holds to the different categories.
- The faculty has introduced feedback to the members of the teaching staff and students about the points of strength and weakness in their performance through escalating procedures beginning with the support of the teaching staff members' capabilities through training in case of there are weak sides the concerns the immobility of some courses. it was clear at the evaluation of some courses, there is weakness in the students gaining skills and there is at the end of each course and programs reports of improvement and reinforcement that its items are deprived from the points of weakness that appears in the different evaluation process on the level of the course and programs and through the items in the evaluation forms that are concerned with and suggestions of development and improvements.

8/1/2 the practices of the internal system of quality

- The quality assurance unit is keen on setting up internal quality system in the departments and nominating a coordinator of quality in each department.
- The quality assurance unit holds the responsibility of the follow up of the practices of teaching and learning quality in addition to the institutional capabilities the follow up of the reports of courses and programs and preparing files that are concerned with the results of evaluation and plans of reform and follow up the progress in it.
- The quality system for the constant evaluation of performance depends on :
- The student's polls through the questionnaires to evaluate the courses and other questionnaires for job satisfaction so that the student complete the evaluation of

courses electronically through the Pharaby system and there are complete statistics to the number of students who do questionnaires and the system sends the feedback for the teaching staff member with notes and recommendations on his course.

- Analyzing the statistics of students results and summarize the results of the questionnaires of the satisfaction.
- Making periodical reports about the activity of each department annually which the quality assurance unit supervises on making annual report for the educational programs that includes the academic standards. That the program adopts and monitoring the intellectual, practical and public skills that the programs develop them in the students and evaluate the program in the university year through the feedback from the students about the courses and the facilities that the
- department introduces for them. These reports are prepared by the heads of the scientific departments and then discussed in the councils of these department with giving the practical recommendations to improve the performance in the coming study years
- The quality assurance unit designed a large set of special tools especially questionnaires(courses evaluation-program evaluation-leaders evaluation-the services the faculty renders evaluation...etc.).
- It had held a lot of symposia to spread the culture of quality among the teaching staff members and their assistants , administrative employees, and employees that the quality assurance unit had done and hosting experts from the university quality assurance center in addition to an experienced team from the faculty to spread the culture of quality and adopting it a approach of work.
- The performance of the quality assurance unit had been assessed through the reports of the follow-up of the constant development qualification for accreditation and the university quality assurance center and through the reports of the field visits and there is a complete part about the quality administration.

8/2Accountability

8/2/1 the activation of the current regulations and laws

- The accountability is one of the necessary operations to verify the commitment of the academic and administrative leaders, the teaching staff, their assistants and the employees of regulations and laws that organize the performance of the educational effectiveness and include the applicable practices for the educational institutions in this field as follows:
- The faculty is keen on auditing and activating the current regulations and laws that are related to accountability in the fields of the educational effectiveness and issued a number of the modifies procedures guide to organize the sectors inside the faculty from them the mechanisms of the accountability and motivation and rewards, the job specification and performance assessment to the administrative association, the procedures guide to the education and students' affairs as well as the procedures guide to the post graduate studies , research and the cultural relations

- The faculty takes new decisions that are related to the activation of the accountability system in the faculty that is related to the improvement of the educational effectiveness as issuing guide announcing to the students the regulations of disturbing the system of exams and the followed procedures in the cases of cheat to face the students violations as well as the organizing rules for mercy and facilitation in marking and announcing the results.
- The activation of the administration's censorship role of in auditing the work of the teaching staff members and their accountability through the questionnaires for the performance efficiency assessment the academic and administrative leaders.
- The activation of the role of beneficiaries in the process of the faculty performance assessment through a number of questionnaires that targets the work sides, graduates, employers towards the needs of work market and the opinions of the parents as well as questionnaires for the final years

Done thanks God