



The annual time plan for the activities of the Quality Assurance Unit 2021/2022

Statement	Responsible for Implementation/R eview	Time
Quality Assurance Unit Formations: <ul style="list-style-type: none">• Formation of the unit's board of directors• Formation of the unit's executive team• Formation of quality coordinators in scientific departments• Forming Heads of Academic Standards• Forming a statistical data analysis committee	<ul style="list-style-type: none">• Quality Assurance Unit Manager• Deputy Director of Quality Assurance Unit	September every year
<ul style="list-style-type: none">• Annual work plan for quality coordinators in scientific departments with the Quality Assurance Unit	<ul style="list-style-type: none">• Quality Assurance Unit Manager• Deputy Director of the Quality Assurance Unit.	September to August of each year
<ul style="list-style-type: none">• Preparing the report of the executive plan of the college emanating from the strategic plan for the previous year.	The Executive Team of the Quality Assurance Unit	July of each year
Preparing the executive plan for the college emanating from the strategic plan for the current year.	The Executive Team of the Quality Assurance Unit	September every year
Preparing and updating the mechanisms and procedures for quality work (if any).	The Executive Team of the Quality Assurance Unit	August every year



<p>Periodic meetings alone to ensure quality to follow up on quality work in the college:</p> <ul style="list-style-type: none">• The unit's board of directors meeting.• Executive team meeting alone, quality assurance.• Quality coordinators meeting in scientific departments.• The meeting of heads of academic standards.	<p>Quality Assurance Unit</p>	<p>monthly</p>
<ul style="list-style-type: none">• Filling out questionnaires for the undergraduate stage, preparing statistical analysis for them, writing reports and submitting them to the college council for approval, then presenting them to the scientific departments of the college for discussion and taking the correct procedures for them.	<p>Scientific departments Statistical data analysis committee</p>	<p>first semester second semester</p>
<ul style="list-style-type: none">• Filling out questionnaires for the postgraduate studies stage (Master's - PhD), preparing statistical analysis for them, writing reports and presenting them to the College Council for approval, then presenting them to the scientific departments of the College for discussion and taking the correct procedures for them.	<p>Scientific departments Statistical data analysis committee</p>	<p>After each semester</p>



<ul style="list-style-type: none"> Filling out questionnaires for the intensive program, preparing statistical analysis for them, writing reports and presenting them to the college council for approval, then presenting them to the scientific departments of the college for discussion and taking the correct procedures for them. 	<p>Scientific departments Statistical data analysis committee</p>	<p>After each semester</p>
<ul style="list-style-type: none"> Analysis and evaluation of the examination paper for the decisions of the undergraduate and postgraduate levels. 	<ul style="list-style-type: none"> scientific departments Measurement and Evaluation Coordinator 	<p>first semester second semester</p>
<ul style="list-style-type: none"> Preparing program reports for the undergraduate and postgraduate levels Bachelor's Program 	<ul style="list-style-type: none"> Bachelor's Program Manager Managers of postgraduate programs in scientific departments 	<p>July of each year</p>
<ul style="list-style-type: none"> Preparing and reviewing academic course reports for the undergraduate and postgraduate levels 	<ul style="list-style-type: none"> scientific departments The executive team alone ensures quality 	<p>after each semester</p>
<ul style="list-style-type: none"> Preparing and reviewing improvement plans for undergraduate and postgraduate courses based on course reports and questionnaire results 	<ul style="list-style-type: none"> scientific departments Executive team alone QA 	<p>after each semester</p>
<ul style="list-style-type: none"> Preparing the combined improvement plan for the undergraduate and 	<ul style="list-style-type: none"> Head of Educational Programs and 	



postgraduate courses based on the improvement plans that were prepared by the scientific departments.	Academic Standards <ul style="list-style-type: none">• Executive team alone QA	after each semester
<ul style="list-style-type: none">• Reviewing program descriptions and academic decisions for the undergraduate and postgraduate levels (if there are updates)	Profile Review Committee	August of each year
<ul style="list-style-type: none">• Reviewing the quality work in the scientific departments for the previous year	the internal audit team	in November of each year
<ul style="list-style-type: none">• Review of academic standards	executive team quality assurance unit	, March and August of each year
<ul style="list-style-type: none">• Reviewing the units related to the educational process (library - terraces - laboratories - halls) for the previous year.	internal audit team	November every year
<ul style="list-style-type: none">• Preparing the semi-annual report to ensure quality.	Quality Assurance Unit.	February and August of each year
<ul style="list-style-type: none">• Preparing the annual report for the academic standards alone to ensure quality.	Heads of Academic Standards	September of each year

Director of the Quality Assurance Unit

Prof. Dr. Nadia Mohamed Hassan

Deputy Director of the Quality Assurance

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