

Quality Unit tasks

1- Developing the college's strategic plan through the following tasks and responsibilities

- Studying the internal and external environmental factors of the college and conducting an environmental analysis (SWOT)
- Identify gaps and implementation priorities and develop an implementation plan for the strategic plan.
- Formulating the vision, mission, and final goals of the college and continuously updating them.
- Publish the vision, mission, and final goals.

2- Developing a system and mechanism to evaluate and analyze performance through the following tasks and responsibilities:

- Questionnaires to evaluate the performance of academic and administrative leaders, faculty members and their assistants, and college employees.
- Questionnaires to evaluate the educational process.
- Job satisfaction questionnaires for faculty members and their assistants
- Satisfaction questionnaires about the services provided by the college to the surrounding environment
- Satisfaction questionnaires on the level of performance of graduates through stakeholders
- Analyzing performance evaluation forms and providing feedback.
- A fair reward system that ensures that everyone participates in the elements of the annual self-evaluation.

3- Forming working teams for self-assessment and continuous improvement through the following tasks and responsibilities:

- Internal Audit Committee at the unit.
- The Scientific Programs Coordinators Committee.
- Workshops. Training courses. Applied research projects. Seminars. Conferences.
- lf-evaluation.

4- Raising awareness and training in the field of quality assurance through the following tasks and responsibilities:

- Spreading the culture of quality among the college staff (faculty members, their assistants, students and administrators).
- Holding training courses, workshops and seminars in the field of quality.
- Preparing trainers in the field of quality management by attending courses organized by the National Authority for Quality Assurance and Accreditation.
- Holding training courses for faculty members to prepare the description of academic programs and courses, writing reports for courses and programs, as well as measurement, evaluation and assessment.

5- Technical support for departments to spread the idea of quality through the following tasks and responsibilities:

- Committee of the unit coordinators in the departments and administrations.
- Preparing the description and report of academic programs and courses and preparing self-assessment reports
- Technical Support Committee in the unit.

6- Coordination between all scientific and administrative departments through the following tasks and responsibilities:

- Embedding the concept of teamwork within the college.
- Annual self-evaluation of the performance of college activities: Achieving the mission - Structure and methods of management - Faculty members - Academic standards and educational programs - Quality of teaching and learning opportunities - Research - Community participation - Quality management
- Expanding the use of electronic systems and the Internet.

7- Activating the principle of accountability and accountability through the following tasks and responsibilities:

- Follow up the performance of individuals.
- Verifying complaints.
- Activating the department's reward and punishment policy.

8- Continuous work to assist the college in continuing to obtain accreditation from the National Commission for Quality Assurance and Accreditation through the following tasks and responsibilities:

Achieving the standards of the National Commission for Education Quality Assurance and Accreditation.

Implementing the executive plan of the college's strategic plan.

9- Establishing a system that ensures the continuity of the unit's work through the following tasks and responsibilities:

Developing an effective and transparent reward system that ensures everyone's participation in the work of the unit.

Providing services with a return to the college through : Consulting, Training and Marketing Center - Consumer Protection.