

Units of the Quality Assurance Center

The center includes 8 units:

1. Follow-up and technical support unit for university colleges

And its tasks are as follows

- Providing technical support to implement accreditation standards for higher education institutions.
- Follow up on the periodic technical reports of quality projects and quality assurance units in colleges.
- Follow up the implementation of student participation projects in the field of quality.
- Follow up the preparation of self-studies and annual reports of the university institutions.
- Follow up on meeting the standards of material resources (Norms) for colleges.
 - Follow up on the periodic measurement of stakeholder satisfaction with the effectiveness of institutional capacity and educational effectiveness of colleges and universities.
- Follow up the development and rehabilitation of laboratories.

2. Training and Awareness Unit

And its tasks are as follows

- Spreading the concept of quality in university institutions.
- Training needs assessment in university institutions.
- Developing a training plan to meet training needs.
- Measuring the impact and return of training.

3. Unit of performance evaluation and continuous development

And its tasks are as follows

- Follow-up of the internal quality audit committees in the university institutions.
- Preparing periodic reviews and simulation visits.
- Follow-up plans for continuous improvement of institutional capacity and educational effectiveness in colleges.
- Evaluating performance and following up the development of performance indicators in colleges.

4. Strategic Planning Unit

And its tasks are as follows

- Preparing the university's strategic plan, following up on its implementation, and ensuring the achievement of its indicators for developing the process of education, scientific research and community service in line with the requirements of the times and the needs of society and the labor market.

- Providing proposals and consultations on the strategies and priorities of the university to improve the performance within the university administratively and academically.
- Updating the university's strategic plan according to new developments.
- Working on publishing the goals and components of the strategic plan and defining it using various methods (publications - books - publications - workshops ...) at the level of the university's administrative and academic departments as well as the surrounding community.
- Assisting university colleges in preparing their strategic plans.
- Spreading the culture of strategic planning among the members of the university's colleges community.
- Follow up the implementation of the strategic plans of the university's colleges.

5. Measurement and evaluation unit

And its tasks are as follows

- Spreading the concepts of measurement and evaluation.
- Designing questionnaires and data collection tools related to measurement and evaluation.
- Activating question banks in light of the objectives and standards set for the decisions of the various programs.

- Follow-up to strengthen the electronic infrastructure necessary for measurement and evaluation.
- Encouraging the exchange of experiences in this field.

6. Media and Advertising Unit

And its tasks are as follows

- Preparing and implementing an annual plan for media and advertising to spread and reinforce the mission and goals of the work of the Quality Assurance Center at the university.
- Preparing and announcing periodic newsletters for the Quality Assurance Center.
- Updating and preparing the information and data of the Quality Assurance Center in preparation for publishing it in various media outlets, advertisements and the center's website.
- Preparing the statistics related to the faculties of the university, as well as the achievements of the Quality Assurance Center, which are supported to take the right decision to raise the efficiency and quality of the educational process, in coordination with the information and questionnaires units at the center.
- Following up on activating communication between the various university human sectors via e-mail.
- Activating the organization and attendance of conferences related to developing and ensuring quality education and accreditation.

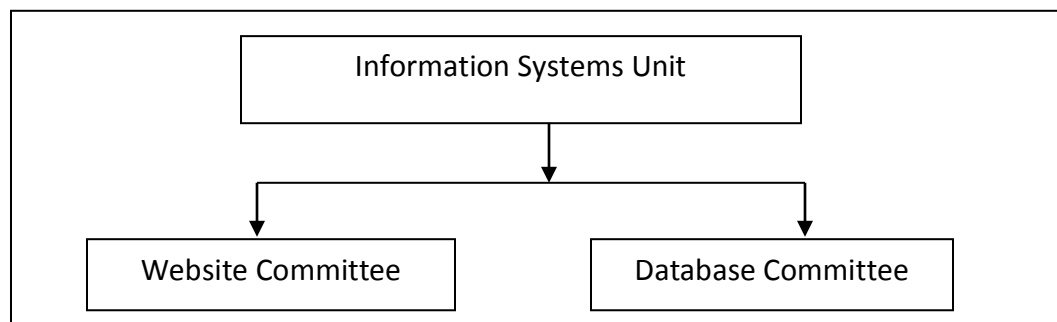
- Communicating with civil society to spread the culture of quality, which contributes to the development of the educational process.
- Creating a mechanism for communication and exchange of experiences between university faculties and other counterpart entities at the local, regional and international levels.

7. Information Systems Unit

And its tasks are as follows

- Providing materials and software, developing input systems for the center's databases, and updating them periodically
- Developing and updating the website of the Quality Assurance Center to ensure the availability of information for all human sectors related to the university.
- Determining a mechanism for communicating with the quality assurance units in the colleges and institutes at the university to update their databases to make the right decision.

- The organizational structure of the information systems unit:



8. Administrative Affairs Unit

An administrative director is appointed for it to work under the leadership of the Director of the Quality Assurance Center.

The unit consists of:

- Secretarial
- accounts
- purchases

The unit carries out all the administrative and clerical work of the center in coordination with the various departments of the university's general administration, as well as the quality assurance units in the university's colleges.