

Missions of the Audit and Control Unit for Quality Assurance

Audit and Control Unit for Quality Assurance was formed by the decision of the president (104/2012-2013) date 02/01/2013, to undertake the following missions:

First: Verify the implementation of quality assurance standards in (colleges/ Deanships/ departments/ centers/ offices) through:

1. Obtaining a vision, mission, objectives and operational plans.
2. Implementing the mechanisms used in the development of the vision, mission and objectives.
3. Knowledge of the employees and participating with them in the formulation of the vision, mission and objectives.
4. Generalizing procedures in the process of the vision, mission and objectives.
5. Updating the effectiveness of educational programs' measurement tools.
6. The availability of plans in faculties to create and develop academic programs in line with the mission and objectives.
7. Providing policies and procedures for the development programs of students and student services.
8. Determining the characteristics of the student community and how to benefit from them.

9. Involve students in administration.
10. Provide the student's indicator guide including the foundations of acceptance, instructions of granting scientific certificates and academic plans.
11. Obtain rules for hiring and implementing faculty members.
12. Periodical evaluation for the faculty and staff members' performance.
13. Applying the policy of academic freedom.
14. Develop learning and teaching methods, and scientific research tools.
15. Obtain procedures for the scholarship process.
16. Effectiveness of the scientific research committees at the college level.
17. The mechanism of following-up scholarship students at the university.
18. The mechanisms of interaction between faculty members and the community.
19. Coordinating between faculties and the library department to provide students and faculty members with the information and its resources, and develop it.
20. Provide updated books and scientific references periodically.
21. Provide modern technological methods for the exchange of information and data.
22. Reviewing budgets for the past year and conducting a study on how to achieve the revenue and expenditure costs.
23. Preparing the annual budget based on the previous budgets in line with the future plans, discussing the budgets with the financial affairs department to be transferred to the Deans Council for approval.



24. Not to exceed the budget allocations in any of its terms without the approval of the Financial affairs department and the Deans Council.
25. Sufficiency of the allocated financial resources.
26. Provide preventive maintenance policies for devices and equipments.
27. Obtain plans to update and developed the physical resources with the requirements of the development of educational programs.
28. The commitment of faculty and staff members for the professional and ethical standards.
29. Continuous evaluation of the integrity policies and procedures.
30. Provide accurate and correct information through the evidence.
31. Obtain programs, studies and services to the local community.
32. Provide accurate and convenient information to the local community.
33. Implementing the quality assurance tools, such as policies, procedures, activities, forms, and files.
34. Develop academic programs and plans within the quality standards.
35. Provide documentations of students' achievements and results.
36. Provide mechanisms to receive and handle students' complaints and suggestions.
37. Provide records indicating the contribution of scientific research and the interaction of faculty members and the related parties in the community service.
38. Efficiency in utilizing and developing the students' database.

Second: Prepare periodic reports and recommendations to the related parties based on the achievement of quality assurance standards in the university for the purpose of improvement and development.



Ref.: Deans' Council Decision No. (445-2014/2015), Rev. a
Date: 15/08/2015

