

Dr. Hawwa Hossain



# Quality Assurance Unit Monthly Report



# Quality Assurance Unit

## Monthly Report

### September 2025

## **Quality Assurance Unit Monthly Report**

**Session (214) dated 25/9/2026**

### **Regarding the Quality Assurance Unit Standard:**

- ✓ Approval of the formation of the Quality Assurance Unit Board of Directors for the academic year 2025/2026.
- ✓ Approval of the formation of the Executive Council of the Quality Assurance Unit for the academic year 2025/2026.
- ✓ Approval of the formation of the Quality Assurance Unit Team for the academic year 2025/2026.
- ✓ Approval of the Quality Assurance Unit Guide for the academic year 2025/2026.
- ✓ Approval of the Executive Plan of the Quality Assurance Unit for the academic year 2025/2026.
- ✓ Approval of the Organizational Structure of the Quality Assurance Unit for the academic year 2025/2026.
- ✓ Approval of the formation of the Program Mission and Management Team for the academic year 2025/2026.
- ✓ Approval of updating the formation of the Follow-up and Justice Committee among Faculty Members and their Assistants for the academic year 2025/2026.
- ✓ Approval of updating the regulations governing the work of the Justice achieving Committee among Faculty Members and Assistant Staff for the academic year 2025/2026.

### **Decision:**

To be presented to the College Council.

## **Regarding the Teaching and Learning Standard:**

### **Assessment Part:**

- ✓ Approval of the Guide to the Regulations Organizing Examination Work and Measurement and Evaluation Unit Guide for the academic year 2025-2026.
- ✓ Approval of the Student Evaluation Systems Plan for the academic year 2025-2026.
- ✓ Approval of the mechanisms for fairness of examinations at the college.
- ✓ Approval of procedures for setting theoretical exams (written - electronic) – updating procedures for correcting theoretical exams (written - electronic) – updating procedures for reviewing exam paper correction – correction and grading deadlines – approval of the feedback mechanism – updating the mechanism for documenting exam results (written - electronic) – updating the mechanism for cheating and exam leak – updating the mechanism for appeals against examinations at the college – standards for preparing exam papers – updating controls for conducting examinations at the college (electronic - written - oral - practical) for the academic year 2025-2026 – mechanisms for retaining control papers – mechanisms for informing students of assessment results – mechanism for selecting examination committees.
- ✓ Discussion of a general report on the results of examinations for different levels of the undergraduate stage for the four academic years.
- ✓ Discussion of the analysis of the results of the four academic years for the academic years 2023-2024 to 2024-2025.
- ✓ Approval of the formation of the Examination Results Review Committee.

- ✓ Approval of the formation of the Periodic Review Committee for Control Files.
- ✓ Approval of the formation of the Electronic Correction Team.
- ✓ Approval of the Organizational Structure and formation of the Board of Directors of the Measurement and Evaluation Unit for the academic year 2025-2026.

**Training Part:**

- ✓ Approval of the description of the practical training program for the bachelor's stage and its matrices.
- ✓ Approval of the description of the field training program for internship students.
- ✓ Approval of the practical training guide for the bachelor's stage.
- ✓ Approval of the field training guide for internship students.
- ✓ Approval of the supervision and follow-up mechanism for students in the bachelor's stage in practical training.
- ✓ Approval of the supervision and follow-up mechanism for internship students in field training.
- ✓ Approval of the competency-based learning matrix for the practical training program along with training and assessment methods.
- ✓ Approval of the mechanism for evaluating student performance during practical training.
- ✓ Approval of the mechanism for evaluating the performance of internship students during field training.
- ✓ Approval of the mechanism for selecting practical and field training locations.
- ✓ Approval of the mechanism for dealing with the high number of students in practical training for the bachelor's stage.

**Strategy Part:**

- ✓ Discussion of the Teaching, Learning and Assessment Strategy 2024/2029.
- ✓ Approval of the formation of the Team of Teaching, Learning and Assessment Strategy.

**Decision:**

To be presented to the College Council.

**Regarding the Students and Graduates Standard:**

- ✓ Approval of the admission and transfer policy for the academic year 2025-2026.
- ✓ Approval of the orientation program for old and new students for the academic year 2025-2026.
- ✓ Approval of the Student Guide (Credit Hours) for the academic year 2025-2026.
- ✓ Approval of the Student Guide (Old Bylaws) for the academic year 2025-2026.
- ✓ Approval of the mechanism for integrating students with special abilities for the academic year 2025-2026.
- ✓ Approval of the mechanism for identifying outstanding students and encouraging them.
- ✓ Approval of the mechanism for identifying struggling students and assisting them.
- ✓ Approval of the student support system.
- ✓ Standards for selecting students to participate in representing councils and committees.

**Decision:**

To be presented to the College Council.

**Regarding the Academic Advising, Psychological and Social Support Unit:**

- ✓ Approval of the formation of the Academic Advising, Psychological and Social Support Unit for the academic year 2025/2026.
- ✓ Approval of the Guide of the Academic Advising Unit for the academic year 2025/2026.
- ✓ Approval of the Plan of the Academic Advising Unit for the academic year 2025/2026.
- ✓ Approval of the standards for selecting academic advisors.
- ✓ Approval of the formation of the Supreme Committee for Academic Advising, Psychological and Social Support for the academic year 2025/2026.
- ✓ Approval of a report on the unit's activities during the academic year 2024/2025.

**Decision:**

To be presented to the College Council.

**Regarding the Psychological Counseling Unit:**

- ✓ Approval of the Organizational Structure of the Psychological Counseling Unit for the academic year 2025/2026.
- ✓ Approval of the formation of the Psychological Counseling Unit Team for the academic year 2025/2026.
- ✓ Approval of the Guide of the Psychological Counseling Unit for the academic year 2025/2026.

**Decision:**

To be presented to the College Council.

**Regarding the Graduates Follow-up Unit:**

- ✓ Approval of the Guide of the Graduates Follow-up Unit for the academic year 2025/2026.
- ✓ Approval of the Plan of the Graduates Follow-up Unit for the academic year 2025/2026.

**Decision:**

To be presented to the College Council.

**Regarding the Community Participation Standard:**

- ✓ Approval of the study measuring community stakeholders' opinions on the services provided by the college for the academic year 2024/2025.

**Decision**

To be presented to the College Council.

**Regarding the Research Unit:**

- ✓ Approval of the Guide of the Research Unit for the academic year 2025/2026.
- ✓ Approval of the formation of the Board of Directors of the Research Unit 2025/2026.
- ✓ Approval of the Organizational Structure of the Research Unit 2025/2026.

**Decision**

To be presented to the College Council.

**Regarding the Financial and Material Resources Standard:**

- ✓ Approval of the college's financial and self-resources development plan for the academic year 2025/2026.
- ✓ Approval of the college's special budgets for the academic year 2024/2025.
- ✓ Approval of the plan for maintaining buildings and infrastructure at the college for the academic year 2025/2026.

- ✓ Approval of the college's activities for developing self-resources for the academic year 2025/2026.
- ✓ Approval of the formation of the Resources Standard Team (Institutional and Programmatic) for the academic year 2025/2026.

**Decision:**

To be presented to the College Council.

**Regarding the Postgraduate Studies Standard:**

- ✓ Approval of the descriptions of postgraduate programs and courses and their matrices for the academic year 2025/2026 based on internal and external auditors.
- ✓ Approval of the Postgraduate Students Guide, International Students Guide, and brochures related to the Postgraduate Studies Standard.
- ✓ Approval of (mechanisms for submitting complaints and proposals for postgraduate students and methods of dealing with them – mechanism for preparing and printing scientific theses – mechanism for attracting international students – document for selecting internal and external auditors).
- ✓ Approval of questionnaires for postgraduate students (postgraduate students' opinion on courses – postgraduate students' opinion on the educational and research process).

**Decision**

To be presented to the College Council.

**Regarding the Sustainable Development Unit:**

- ✓ Approval of the Sustainable Development and Climate Change Plan for the academic year 2025-2026.
- ✓ Approval of the formation and organizational structure of the Sustainable Development and Climate Change Unit for the academic year 2025-2026.

- ✓ Approval of the Guide of the Sustainable Development and Climate Change Unit for the academic year 2025-2026.

**Decision**

To be presented to the College Council.

**Regarding the Strategic Planning Unit:**

- ✓ Approval of the formation of the Strategic Planning Unit for the academic year 2025-2026.

**Decision**

To be presented to the College Council.

**Regarding the teaching staff and Assistant Staff Standard:**

- ✓ Standards for evaluating the performance of teaching staff and assistant staff for the academic year 2025-2026.
- ✓ Mechanisms for applying performance evaluation standards for teaching staff and assistant staff for the academic year 2025-2026.

**Decision:**

To be presented to the College Council.

**Regarding the International Students Unit:**

- ✓ Approval of the Board of Directors and Executive Council of the International Students Unit for the academic year 2025/2026.
- ✓ Approval of the bylaws of the International Students Unit for the academic year 2025/2026.
- ✓ Approval of the mechanism for attracting international students for the academic year 2025/2026.
- ✓ Approval of the Organizational Structure of the International Students Unit for the academic year 2025/2026.
- ✓ Approval of the Guide of the International Students Unit for the academic year 2025/2026.

- ✓ Approval of the International Student Guide (Bachelor's) for the academic year 2025/2026.
- ✓ Approval of the International Student Guide (Postgraduate) for the academic year 2025/2026.

**Decision:**

To be presented to the College Council.

**Regarding the Crises and Disasters Management Unit:**

- ✓ Approval of the Plan of the Crises and Disasters Management Unit for the academic year 2025/2026.
- ✓ Approval of the Guide of the Crises and Disasters Management Unit for the academic year 2025/2026.
- ✓ Approval of the bylaws of the Crises and Disasters Management Unit for the academic year 2025/2026.
- ✓ Approval of the formation of the Crises and Disasters Management Unit for the academic year 2025/2026.

**Decision:**

To be presented to the College Council.



# Quality Assurance Unit

## Monthly Report

### October 2025

## **Quality Assurance Unit Monthly Report**

**Session (215) dated 4/10/2026**

### **Regarding the Quality Management and Development Standard:**

- ✓ Preparation of meetings and creation of guiding boards.
- ✓ Student Code of Conduct.
- ✓ Orientation program on the Student Code of Conduct for all levels (Level 1 – Level 2 – Third Year – Fourth Year).

#### **Decision:**

To be presented to the College Council.

### **Regarding the Leadership and Governance Standard:**

- ✓ Approval of the training plan for current and future academic and administrative leaders for the academic year 2025/2026.

#### **Decision:**

To be presented to the College Council.

### **Regarding the Public Service Center for Education:**

- ✓ Approval of a questionnaire to identify training needs at the Public Service Center for Education and Continuous Training for the academic year 2025-2026.

#### **Decision:**

To be presented to the College Council.

### **Regarding the Graduates Follow-up Unit:**

- ✓ Approval of the formation of the Graduates Follow-up Unit for the academic year 2025/2026.
- ✓ Approval of the training needs questionnaire for graduates for the academic year 2025/2026.

- ✓ Approval of the graduates' opinion questionnaire on the college program for the academic year 2025/2026.
- ✓ Approval of the employers' opinion questionnaire on the college graduates for the academic year 2025/2026.

**Decision:**

To be presented to the College Council.

**Regarding the Crises and Disasters Unit:**

- ✓ Approval of the Crises and Disasters Management Unit Plan to ensure the resumption of studies in the event of the spread of infectious diseases.

**Decision:**

To be presented to the College Council.

**Regarding the Leadership and Governance Standard:**

- ✓ Approval of the standards for selecting academic and administrative leaders.
- ✓ Approval of the Guide to the Standards for Selecting Academic and Administrative Leaders.

**Decision:**

To be presented to the College Council.

**Regarding the Innovation Committee:**

- ✓ Approval of the formation of the Innovation Committee.

**Decision:**

To be presented to the College Council.



# Quality Assurance Unit

## Monthly Report

### November 2025

## **Quality Assurance Unit Monthly Report**

**Session (216) dated 5/11/2026**

### **Regarding the Quality Management and Development Standard:**

- ✓ Presentation of the results of the institutional self-evaluation, including (review of standards – review of academic departments – NORMS – review of units – review of control units) for the academic year 2025/2026.

#### **Decision**

To be presented to the College Council.

### **Regarding the teaching staff and Assistant Staff Standard:**

- ✓ Approval of the study and training needs plan for teaching staff and assistant staff for the academic year 2025-2026.
- ✓ Approval of the ratio study for teaching staff and assistant staff for the academic year 2025/2026.

#### **Decision:**

To be presented to the College Council.

### **Regarding the Resources, Learning Sources, and Supporting Facilities Standard:**

- ✓ Approval of the institutional report on the quantitative evaluation of the effectiveness of supporting educational facilities at the institution (NORMS) for the academic year 2025/2026.

#### **Decision:**

To be presented to the College Council.

### **Regarding the Leadership and Governance Standard:**

- ✓ Approval of the results of the academic leaders' performance evaluation questionnaire for the month of October for the academic year 2025/2026.

**Regarding the Graduates Follow-up Unit:**

- ✓ Establishment of an electronic database for graduates dated 20/10/2025 to update graduates' data and follow them up electronically.

**Decision:**

To be presented to the College Council.



# Quality Assurance Unit

## Monthly Report

### December 2025

## **Quality Assurance Unit Monthly Report**

**Session (217) dated 14/12/2026**

### **Regarding the Academic Advising and Psychological Support Unit:**

- ✓ Approval of the quarterly report on the unit's activities.

### **Regarding International Accreditation:**

- ✓ Approval of the evaluation of the impact of training on the performance of cadres.
- ✓ Nomination of a number of teaching staff to attend a workshop on international accreditation at the University Quality Center.

### **Decision:**

To be presented to the College Council.

# Quality Assurance Unit

## Monthly Report

### January 2026

## **Quality Assurance Unit Monthly Report**

**Session (218) dated 4/1/2026**

### **Regarding the International Project:**

- ✓ Formation of the Standards Team for International Accreditation for the academic year 2025/2026.
- ✓ Formation of the Self-Study Team.
- ✓ Formation of the College Bylaws Translation Team.
- ✓ The fourth quarterly technical report.

### **Decision:**

To be presented to the College Council.

# Quality Assurance Unit

## Monthly Report

### February 2026

## **Quality Assurance Unit Monthly Report**

**Session (219) dated 7/2/2026**

### **Regarding the Quality Management and Development Standard:**

- ✓ Discussion of the external review report according to institutional and program accreditation standards.
- ✓ The college's response to the report of the Institutional and Program Accreditation Authority.

#### **Decision:**

To be presented to the College Council.

### **Regarding the Graduates Follow-up Unit:**

- ✓ Approval of the training plan for the unit for the academic year 2025-2026.

#### **Decision:**

To be presented to the College Council.

### **Regarding the Sustainable Development and Climate Change Unit:**

- ✓ Approval of the semi-annual report of the Sustainable Development and Climate Change Unit for the academic year 2025-2026.

#### **Decision:**

To be presented to the College Council.



# Quality Assurance Unit

## Monthly Report

### March 2026

## **Quality Assurance Unit Monthly Report**

**Session (220) dated 8/3/2026**

### **Regarding the Quality Management Standard:**

- ✓ Updating the questionnaire measuring the extent of understanding and application of quality concepts among faculty members, assistant staff, students, and graduates for the academic year 2025/2026.

#### **Decision:**

To be presented to the College Council.

### **Regarding the Teaching & Learning and Students & Graduates Standards:**

- ✓ Corrective actions for the Egyptian Student Engagement Questionnaire for the academic year 2023-2024.
- ✓ Corrective actions for the Egyptian Student Engagement Questionnaire for the academic year 2024-2025.

#### **Decision:**

To be presented to the College Council.



# Quality Assurance Unit

## Monthly Report

### April 2026

## **Quality Assurance Unit Monthly Report**

**Session (221) dated 5/4/2026**

### **Regarding the Quality Management and Development Standard:**

- ✓ Approval of the internal and executive bylaws of the Quality Unit at the college based on the modification of the unified internal and executive bylaws of the University Quality Assurance Center dated 28/1/2026.
- ✓ Approval of the model for following up on corrective actions for the results of the Egyptian Student Engagement Questionnaire for the academic years 2023/2024.
- ✓ Approval of the model for follow-up, enhancement, and development for the results of the Egyptian Student Engagement Questionnaire for the academic years 2024/2025.

#### **Decision:**

To be presented to the College Council.

### **Regarding the Academic Standards and Educational Programs Standard:**

- ✓ Approval of the formation of a team to study the extent of the educational program's suitability with labor market requirements for the academic year 2025/2026.

#### **Decision:**

To be presented to the College Council.