|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Responsibility of implementation** | **Key performance** | **Implementation period** | **Activities** | **Initiatives** |
| **assistance** | **main** | **To** | **From** |
| Staff members, employees& students | Department supervisor | Dissemination of the culture of quality among all the members of the section | 6-8-1436 | 22-10-1435 | 1 / publishing quality between program staff and familiarize them with the results of the quality improvement culture | Quality improvement program operations |
|  |
| Staff members, employees& students | Department supervisor | The participation of all faculty and staff members of the department in quality improvement processes. | 6-8-1436 | 22-10-1435 | 2 / activate the participation of members of the faculty and staff in the self-evaluation processes and cooperation in the preparation of reports and improve performance in the area of ​​their activities. |
| Staff members, employees& students | Department supervisor | The work of an electronic database quality program unit. | 6-8-1436 | 22-10-1435 | 3 / Action electronic database quality program unit |
| Staff members, employees& students | Department supervisor | Encourage faculty and staff on innovation and creativity various aspects of the program. | 6-8-1436 | 22-10-1435 | 4 / encouraging innovation and creativity in the framework of clear policies and guidelines |  |
|  |
| Staff members | Department supervisor | There are reports of internal audit and used in the improvement plans and operations Calendar | 6-8-1436 | 22-10-1435 | 3 - work questionnaire seeking the views of students about the vision and mission |  |
|  |  | Improve the preparation of a clear program plans in accordance with |  |  | 1 - prepare internal audit program reports | Evaluating the quality of the program |
| Staff members | Department supervisor | An assessment program operations and the preparation of self-reports and annual reports | 6-8-1436 | 22-10-1435 | 2 / Calendar conduct operations periodically and ImprovementCalendar program and integrate operations and planning for improvement in the usual planning processes and become part of it. |  |
| Staff members | Department supervisor | A central database for the program include the establishment of distribution of grades - student progress rates -finishing study is to take advantage of them when you review regularly. | 6-8-1436 | 22-10-1435 | 3 - Quality work on the program calendar by evaluating its inputs and outputs outputs with attention to learning outcomes of students in particular. |  |
| Staff members | Department supervisor | Encourage faculty members to self-development and enrollment in various courses and the preparation of scientific researchThe application of various national body and take advantage of indicators in the quality assurance program and the preparation of reports of the decisions of the report and program | 6-8-1436 | 22-10-1435 | 5. The establishment of a centralized database of the program include the distribution of grades - student progress rates -finishing study base and is utilized when audited regularly. |  |
| Staff members | Department supervisor | Encourage faculty members to self-development and enrollment in various courses and the preparation of scientific researchThe application of various national body and take advantage of indicators in the quality assurance program and the preparation of reports of the decisions of the report and program | 6-8-1436 | 22-10-1435 | Determine the criteria and indicators for quality assurance aspects of1 - develop the performance of faculty members2. The application of the degree of student satisfaction index for the quality of courses.3 - benefit from the results of the application of indicators in the report of the Rapporteur4. benefit from the results of the application of indicators in the program report5 - reporting current performance compared to the previous performance | Application Performance Indicators |
|  |  | Use of consultants with expertise operations calendar programs. | 6-8-1436 | 22-10-1435 | Conduct an internal review of the program through a process |  |
| Staff members | Department supervisor | Assessment programs.A team independent program evaluation processes.Assessment conduct operations using the internal audit tools. |  |  | By using of consultants with experience out quality programs calendar2 - formation of an independent evaluation of program operations team4. activation of internal audit tools | Independent verification of the calendar program |