

Development & Quality Unit – College of Engineering

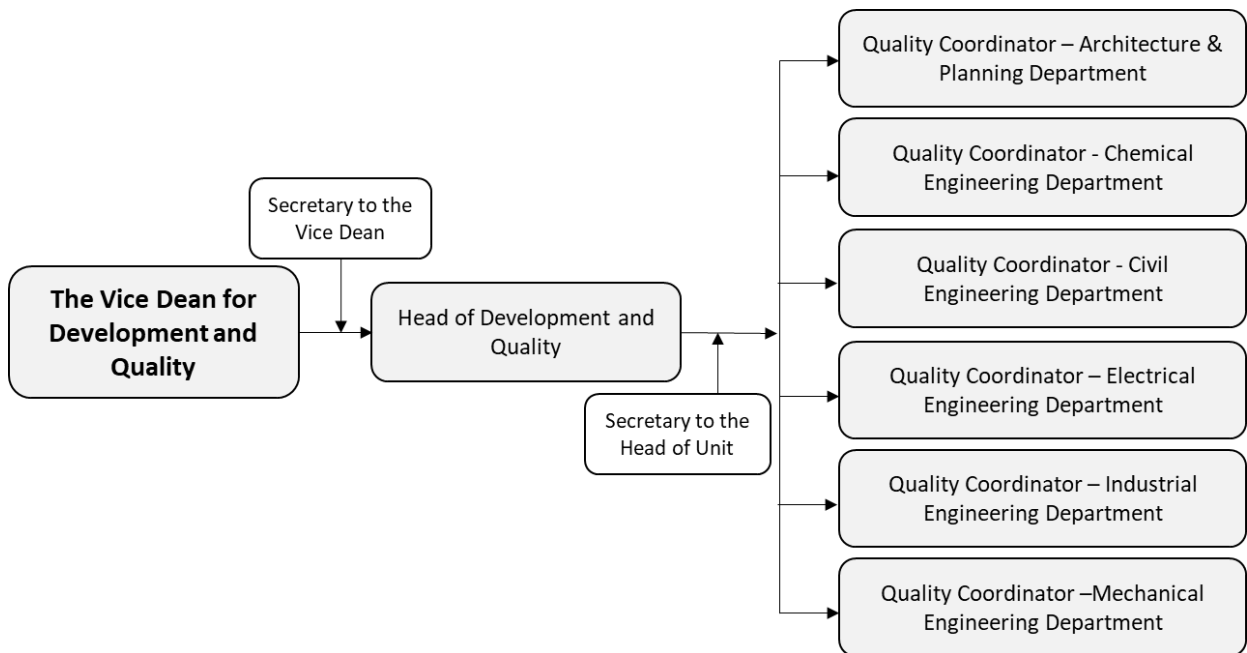
نموذج بيانات وحدات كلية الهندسة

Unit Name	Development and Quality		التطوير والجودة		اسم الوحدة
Unit Head	Dr. Vineet Tirth Ram		د. فينيت تيرث رام		رئيس الوحدة
Head Unit Info.	Dept.	Mechanical Engineering	الهندسة الميكانيكية	القسم	بيانات رئيس الوحدة
	Office #	A/1/92		رقم المكتب	
	Tel.	+966 17241 7242		تلفون	
	Cell.	+966 592118330		جوال	
	E-mail	vtirth@kku.edu.sa		بريد الكتروني	

**Terms of Reference**

1. The Head of the Development and Quality Unit is appointed by the Dean of the College of Engineering for a specific period of time or until further orders.
2. The Development and Quality Unit works with the College Quality Committee, under the leadership of the Vice Dean of Development and Quality.
3. The College Quality Committee is appointed by the Dean of the College, comprising the Vice Dean for Development and Quality as the Chairman, the Head of the Quality Unit as the Coordinator and Quality Coordinators of each department as the members.
4. The Unit coordinates the Quality related tasks in the College of Engineering.
5. The Head of the Quality Unit will be responsible for executing the instructions of the Vice Dean for Quality.
6. The Development of Quality Unit will also execute the tasks assigned by the Deanship of Quality through the Dean/Vice Deans.
7. The Development and Quality Unit will prepare a calendar of quality activities and implement it.
8. The Unit will organize meetings of the College Quality Committee (at least two in an academic year, once each semester) and prepare a record of minutes of meetings.
9. The Unit will supervise in preparing the Annual Program Reports of the Programs.
10. The Unit will review all the Quality related tasks in the College.

**Organization Structure of the College Quality Committee:**



**Members of the College Quality Committee:**

No.	Name	Position	Designation
1	Dr. Saad Al-Gahtani	Vice Dean for Development & Quality	Chairman
2	Dr. Vineet Tirth	Head, Development & Quality Unit	Unit Head
3	Dr. Sivakumar Anandan	Quality Coordinator Civil Engineering Department	Member
4	Dr. Mohammed Abbas	Quality Coordinator Electrical Engineering Department	Member
5	Dr. Shaik Dawood Abdul Khadar	Quality Coordinator Industrial Engineering Department	Member
6	Dr. Abhilash Edacherian	Quality Coordinator Mechanical Engineering Department	Member
7	Dr. Mudassir Hasan	Quality Coordinator Chemical Engineering Department	Member
8	Dr. Wael Aboneama	Quality Coordinator, Architecture & Planning Department	Member

### Tasks

Unit Tasks	مهام الوحدة
<b>Accreditation</b>	<b>الاعتماد الأكاديمي</b>
1. Apply the principles of quality assurance based on the standards of International/National Accreditation norms.	1. تطبيق مبادئ ضمان الجودة على أساس معايير الاعتماد الدولي / الوطني.
2. Prepare and submit applications for International/National Accreditations.	2. إعداد وتقديم الطلبات للحصول على الاعتماد الدولي / الوطني.
3. Ensure fulfillment of the requirements for the accreditation of programs.	3. التأكد من استيفاء متطلبات اعتماد البرامج.
4. Follow-up for pre and post accreditation communications with the Deanship of Quality.	4. متابعة اتصالات ما قبل الاعتماد وبعده مع عمادة الجودة.
<b>Curriculum</b>	<b>المناهج الدراسية</b>
5. Assist in preparation, review and approval of new curriculums and programs.	5. المساعدة في إعداد ومراجعة واعتماد المناهج والبرامج الجديدة.
6. Identify gaps in the program, curriculum, assessment, and evaluation to suggest the necessary improvement plans to quality assurance committees.	6. تحديد الثغرات في البرنامج والمناهج وطرق التقييم وذلك لاقتراح خطط التحسين اللازمة للجان ضمان الجودة.
7. Assure a systematic implementation of the curriculum and monitor the outcomes of the academic programs.	7. ضمان التطبيق المنهجي للمناهج ومراقبة مخرجات البرامج الأكاديمية.
<b>Implementation of Quality Assurance</b>	<b>تنفيذ ضمان الجودة</b>
8. Spreading the culture of quality in the college by organizing training and awareness workshops.	8. نشر ثقافة الجودة في الكلية من خلال تنظيم ورش عمل تدريبية وتوعوية.
9. Assist in functioning of External Advisory Boards.	

<p>Review of quality documents such as course reports, course specifications, annual program reports etc. .10</p> <p>Prepare annual report of quality activities. .11</p> <p style="text-align: center;"><b>Assessment and Analysis</b></p> <p>Supervise revision of mission, vision and educational objectives or goals of the programs. .12</p> <p>Preparation and implementation of the strategic plan of the college and operational plan of the departments. .13</p> <p>Measurement and analysis of progress towards the mission, vision, objectives or goals, program learning outcomes, key performance indicators of college/programs. .14</p>	<p>9. المساعدة في عمل المجالس الاستشارية الخارجية.</p> <p>10. مراجعة وثائق الجودة مثل تقارير الدورات ، مواصفات الدورة ، تقارير البرامج السنوية ، إلخ.</p> <p>11. إعداد التقرير السنوي لأنشطة الجودة.</p> <p style="text-align: center;"><b>التقييم والتحليل</b></p> <p>12. الإشراف على مراجعة الرسالة والرؤية والأهداف التعليمية أو أهداف البرامج.</p> <p>13. إعداد وتنفيذ الخطة الإستراتيجية للكلية والخطة التشغيلية للأقسام.</p> <p>14. قياس وتحليل التقدم الذي تحقق نحو تنفيذ الرسالة أو الرؤية أو الأهداف أو أهداف ونتائج تعلم البرنامج وكذلك مؤشرات الأداء الرئيسية للكلية / البرامج.</p>
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