

Development & Quality Unit – College of Engineering

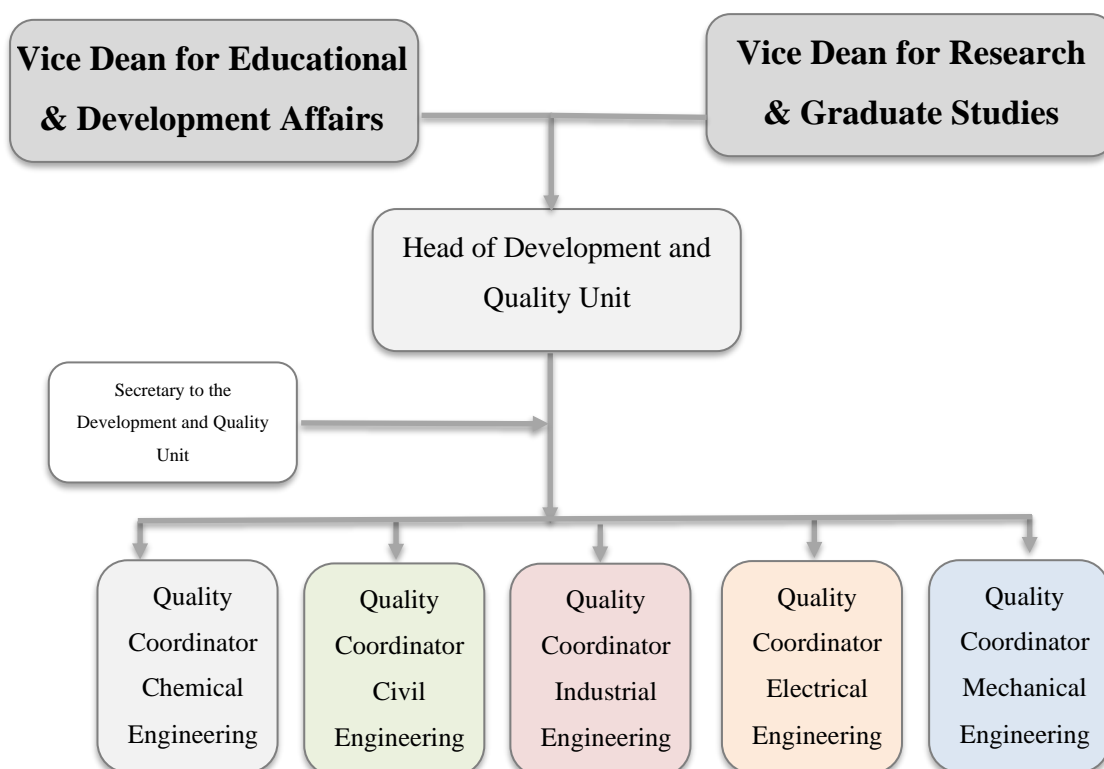
نموذج بيانات وحدات كلية الهندسة

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
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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 Academic Affairs and the Vice Dean for Research and Graduate Studies.
3. The College Quality Committee is appointed by the Dean of the College, comprising the Vice Dean of Academic Affairs and the Vice Dean for Research and Graduate Studies, 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 Development of Quality Unit will also execute the tasks assigned by the Deanship of Quality through the Dean/Vice Deans.
6. The Development and Quality Unit will prepare a calendar of quality activities and implement it.
7. 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.
8. The Unit will supervise in preparing the Annual Program Reports of the Programs.
9. 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. Saeed Alqadhi Dr. Majed Alsubih	Vice Dean for Research and Graduate Studies Vice Dean for Educational and Development Affairs	Chairman
2	Dr. Vineet Tirth	Head, Development & Quality Unit	Unit Head
3	Dr. Mohammed Ahmed	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

Tasks

Unit Tasks	مهام الوحدة
Accreditation	
1. Apply the principles of quality assurance based on the standards of International/National Accreditation norms.	الاعتماد الأكاديمي 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.
Implementation of Quality Assurance	تنفيذ ضمان الجودة
5. Spreading the culture of quality in the college	5. نشر ثقافة الجودة في الكلية من.
6. Assist in functioning of External Advisory Boards.	6. المساعدة في عمل المجالس الاستشارية الخارجية.
7. Review of quality documents such as course reports, course specifications, annual program reports etc.	7. مراجعة وثائق الجودة مثل تقارير الدورات ، مواصفات الدورة ، تقارير البرامج السنوية ، إلخ.
8. Prepare annual report of quality activities.	8. إعداد التقرير السنوي لأنشطة الجودة.