

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

The Role of Employees

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A member of the NCIQAAP – Egypt

A QA Specialist – UNDP



Agenda

- Introduction
- General Secretary
- Library Staff
- Lab Technicians
- Student Affairs
- Graduate Studies
- Other Employees
- Workers
- Conclusions

Introduction – 1

- **The NAQAAE started its activities**
- **Law will be enforced sooner or later**
- **Government already allocated L.E. 1B (over 5 years)**
- **HU should NOT be left over**
- **We have all the elements to be ahead**
 - **Management Support**
 - **Experience and Technical Competency**
 - **Staff Commitment**

Introduction – 2

The whole story

- **Faculty Level Accreditation**
- **Accreditation is Either OK or Not**
- **Internal QA System in the Faculty**
- **The AFR is a MUST**
- **Then, have a site visit**
- **Then, prepare an action plan**
- **Then, apply for CIQAAP (if necessary)**
- **Then, apply for accreditation**

Processes

Course Specifications (CS)

Academic Program Specifications (PS)

Course Report (CR)

Academic Program Report (PR)

Faculty Annual Report (FAR)

Self Evaluation Document (SED)

Corrective Action Plan (CAP)

General Secretary

Overall Supervision and Coordination

Data providing for AFR

Running the questionnaires

Mission and Vision within employees

Honor List

Administrative work for QAU

Library Staff

Overall Supervision

Coordination with management

Data providing for AFR

Keeping Records

Classification

Digital Library

Lab Technicians

Overall Supervision

Coordination with management

Data providing for AFR

Keeping Records – Preventive Maintenance

Internet

Specialized Labs

Student Affairs and Graduates

Overall Supervision

Coordination with management

Data providing for AFR

Keeping Records – Class and non-class activities

Graduate Office – News letter

Honor List

Graduate Studies

Overall Supervision

Coordination with management

Data providing for AFR

Keeping Records

Employer Office

Honor List

Workers

Cleaning

Continuous Existence

Opening and Closing of Halls, ...etc

Honor List

شكرا على حسن الاستماع

هذا و بالله التوفيق و منه العون والسداد
و صلى الله على سيدنا و مولانا محمد
و على آله و صحبه وسلم
و آخر دعوانا أن الحمد لله رب العالمين