**Quality Assurance Audit Form**

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| **Department** |  | **Program** |  |
| **Academic Year** |  | **Semester** |  |
| **Reviewing round** | 1st 2nd  |
| **#** | **Item** | **Status / Achievement** | **Remarks** |
| **Yes**  | **Needs Improvement** | **No** |
| **1** | Course Report Reviewing From |  |  |  |  |
| **2** | Course Specification Reviewing Form |  |  |  |  |
| **3** | QMS Uploading Form |  |  |  |  |
| **4** | **KPI Report ( for all: NCAAA KPIs, MU KPI, etc)** |  |  |  |  |
| **5** | **Development Plan based on KPI & other feedback (discussed in dep. council)** |  |  |  |  |
|  | Operational Plan - implementation |  |  |  |  |
| **6** | Annual Program Report |  |  |  |  |
| **7** | Multiple Section delivery (Assigned coordinator, meetings and unified exams,..) |  |  |  |  |
| **8** | Time Table for instructors hanged on Doors and Board |  |  |  |  |
| **9** | Department Council discussing APR, CR, Quality work in general |  |  |  |  |
| **10** | Program Advisory board: meetings |  |  |  |  |
| **11** | Website: updates (ABET requirements, Activities, Arabic contents, etc. ) |  |  |  |  |
| **12** | Lab’s Folder : including Lab’s readiness |  |  |  |  |
| $$13^{\*}$$ | New Faculty: induction – regulations  |  |  |  |  |
| $$14^{\*}$$ | New Students: Induction – regulations |  |  |  |  |
| $$15^{\*}$$ | Program Catalogue including: Program study plan, Student’s guide, Admission and registration regulations, Academic advising and student’s support services |  |  |  |  |

\* These items need to be organized with the supporting unit in the college and the programs must ensure the completion of these tasks.

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| **HOD / Quality Coordinator in the Department** | **Date** | **Signature** |
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This area is for use only by Quality Assurance Unit in the Vice-Deanship for Quality & Development

**General Comments:**

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| **Quality Assurance Coordinator in the VDQD** | **Date** | **Signature** |
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