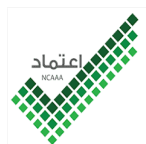


Kingdom of Saudi  
Arabia  
Ministry of Education  
Majmaah University  
Sciences College  
Chemistry Department



المملكة العربية  
السعودية  
وزارة التعليم  
جامعة المجمعة  
كلية العلوم  
قسم الكيمياء

# Chemistry department

## Chemistry Program

# QUALITY PROCEDURES MANUAL

## Contents

<b>I. Introduction.....</b>	<b>3</b>
<b>II. Department of Chemistry .....</b>	<b>3</b>
<b>Structure of chemistry program for Quality &amp; Development.....</b>	<b>4</b>
<b>Academic Accreditation &amp; quality assurance Committee .....</b>	<b>5</b>
<b>Assessment and Evaluation committee .....</b>	<b>5</b>
<b>Planning and Development committee .....</b>	<b>5</b>
<b>Academic Program Improvement Process .....</b>	<b>7</b>
<b>A. Program Improvement.....</b>	<b>7</b>
<b>B. Course Improvement Process (Annually) .....</b>	<b>8</b>
<b>C. Program Improvement Process [3-5 Years].....</b>	<b>9</b>
<b>III. Quality Assurance Process .....</b>	<b>11</b>
<b>A. Bi-annual Quality Assurance Auditing .....</b>	<b>11</b>
<b>B. Annual Internal Review .....</b>	<b>11</b>

## I. Introduction

This quality System manual serves as a guide for the programs in the department. The document contains the for the Accreditation and quality assurance committee. The quality system manual acts as a foundational resource to unify and standardize quality processes across all programs in the College of Science. Its primary objective is to clarify the roles and tasks of all responsible parties, ensuring that academic and operational procedures align with the college's mission and comply with accreditation requirements such as those of ASIIN. The manual outlines a schedule of annual and cyclical quality assurance tasks, continuous development plans based on feedback, and systematic approaches for performance evaluation and improvement.

## II. Department of Chemistry

The Department of Chemistry aimed to develop a research environment that facilitates and empowers the students in industrial chemistry.

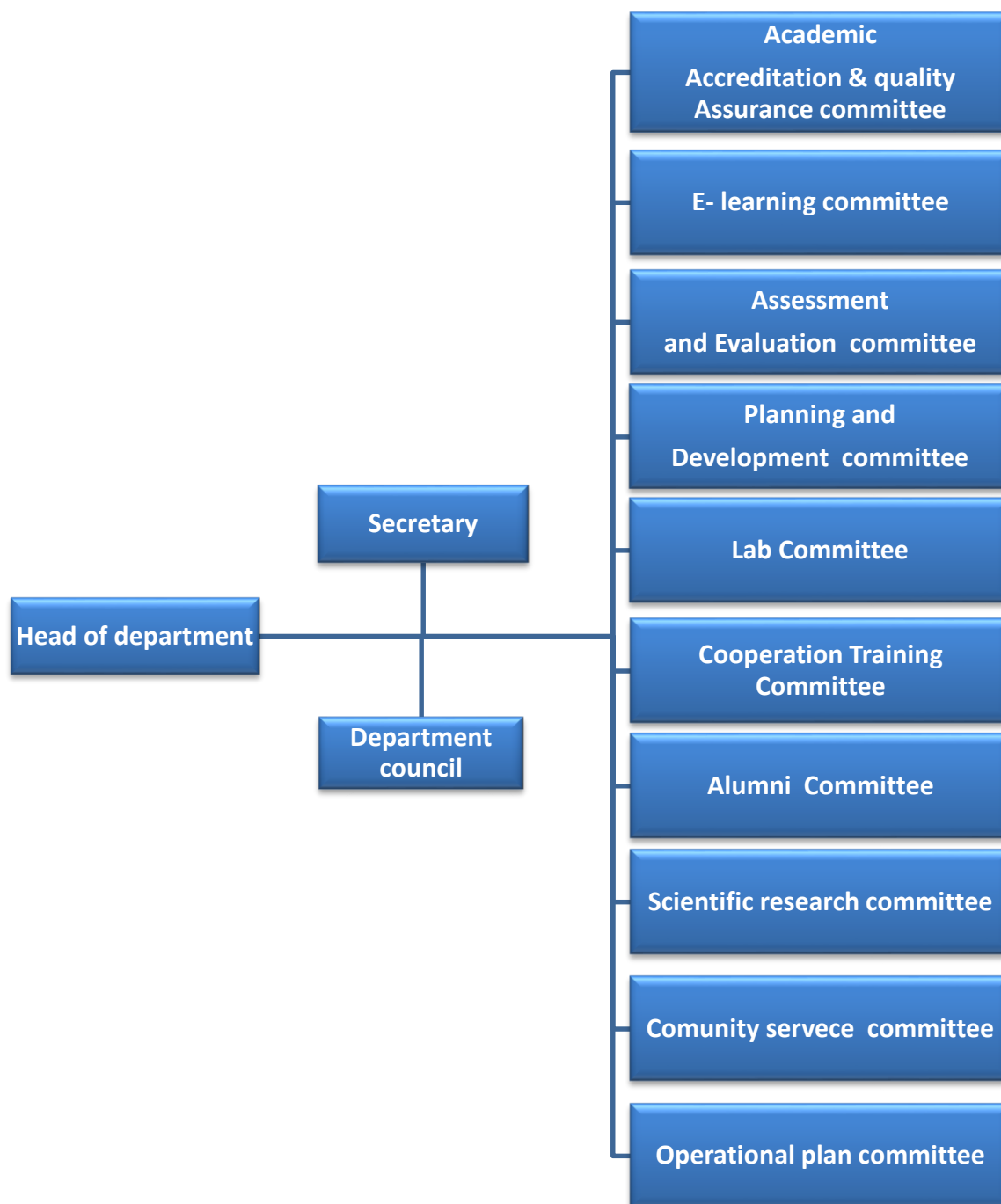
### Mission:

The Department of Chemistry aims to promote and develop a culture of industrial research to empower the students to develop their skills and knowledge and become a good human resource in the industrial sectors of the Kingdom.

### Objectives:

- 1.Preparing experts and scientifically qualified pioneers in Chemistry and its applications to satisfy the needs of development plans and work Market in KSA.
- 2.Prepare students for intellectual creativity in the field of chemistry and related fields through the use of modern technology
- 3.Supporting and encouraging scientific research through the communication among public and private institutions especially those that support and fund scientific research.
- 4.Participating in spreading scientific culture and offering consultations in Chemistry for both public and private institutions

### Structure of chemistry program for Quality & Development



### Academic Accreditation and Quality Assurance committee

1. Steering academic programs for academic accreditation
2. Supervising the implementation of quality standards in all academic programs
3. Organize and document quality work in the department
4. Quality Reports
5. Monitor the quality of work in the department
6. Develop methods for improving the department's performance
7. Feedback and recommendation

### Assessment and Evaluation committee

1. Assessing, evaluating, and analyzing all the quality data in the department
2. Developing automatic assessment and evaluation programs

### Planning and Development committee

1. Planning and developing the quality work
2. Preparing the Operational Plan
3. Following the implementation of the Quality Operational Plan

**Table 1 : Quality Guide Table (Regular Annual and Biannual Quality Work)**

Task	Week	Level of Responsibility	Repetition	Description
Program Annual Report	By the end of the academic Year/16 W	Program	Every year	Chemistry Department Council
Course Report	By the end of the semester	Program	Every semester	Chemistry Department Council
Course evaluation survey	W12	Program	every Semester	Feedback from the students, and course outcomes and achievement
Program evaluation survey	W12	Program	every Semester	Course outcomes and achievement
Experience and evaluation survey	W12	Program	every Semester	course outcomes and achievement
KPIs determination and measurements Report	W14-W16	Program	every year	Program KPIs should be measured and compared to a benchmark
Self-Evaluation Report	W16	Program	every year	Feedback from the students

Alumni Survey	W14-W16	Program	every Semester	Using an approved form for every program based on The PLO for the graduate students
Indirect Assessment PLO surveys	W12-W14	Program	every Semester	to evaluate CLO for the course based on the results of used assessment methods (Exams, HW, Quizzes,)
Advisory Board (meetings)	W1-W16	Program	every Semester	achieving a meeting with the board of advisors one time every semester to discuss quality and program issues
Operational plan academic Program	W1	Program	First semester every year	The quality committee in the programs is encouraged to put its annual quality plan to follow the quality process during the academic year (Assessments, syllabus, course specification)
Preparing documents for Internal review of academic programs by the department of chemistry	W6-W8	Programs with supervision	one time	The quality reviewing committee from the department of chemistry will review all documents of the program (Program specifications, course specifications, reports, improvement plans...)
Preparing and analyzing results of graduated students and employers	W12-W14	program	Sixth months after graduation	Contact the Alumni unit to get data for analysis
Quality of the Internal Audit	W8-W10	program		Preparing program documents for internal audit from quality deanship to check their readiness for accreditation

## Academic Program Improvement Process

All improvement processes are based on PDCA (Plan – Do – Check - Act)

### A. Program Improvement

#### Development Plan [Regularly]

**Purpose:** Development plan for continues improvement of the programs.

**Policy:** All feedback reports must be considered for continues development

**Responsibility:** Follow-Up Coordinator, Strategic Planning Committee and HOD.

**Flow Chart**



**Feedback Report:**

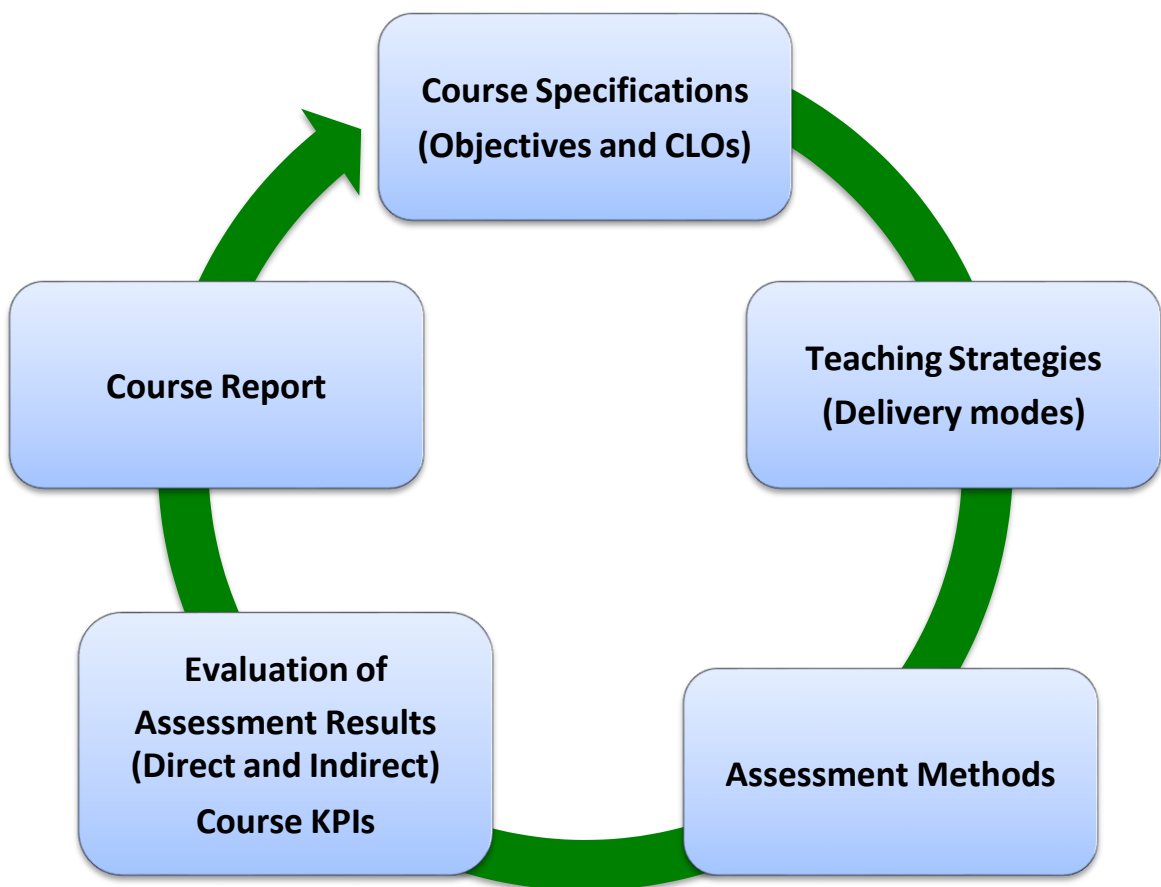
Annual Program Report

- Internal Review/ External Review/ KPI Report/ Board of Advisor feedback
- Course Reports
- Annual Department Report
- Any report during the semester

**Forms:**

- Report Records
- Follow-Up Table

**B. Course Improvement Process (Annually)**



### C. Program Improvement Process [3-5 Years]



### III. Academic Accreditation and Quality Assurance Committee Process

#### A. Bi-Annual Quality Assurance Auditing

The Quality Assurance Committee in the chemistry program is responsible for performing regular checks on the quality of documents and services provided by the department once per semester. These forms are used to evaluate the quality of important documents and reports, such as course reports, course specifications, and annual program reports.

#### B. Annual Internal Review

This is the second reviewing process, which is an annual review and more comprehensive than the bi-annual Quality Assurance Auditing. The internal review process is carried out once per year under the supervision of the chair of the Department of Chemistry for the main purposes of assessing and evaluating the quality of Labs and the academic programs to meet the industrial chemistry program standard. In addition, the review checks also the readiness of programs for academic accreditation. The review team members of internal review process include the chair of the chemistry department, the Coordinator of Academic Accreditation Unit, the Coordinator of Assessment and Evaluation Unit, and Coordinator of Quality Assurance Unit. The internal review process is a comprehensive and focused review of all quality documents and all services provided by the programs. Detailed review reports are prepared with suggestions and recommendations to the concerned programs. These feedbacks are used by program coordinators in development plans to improve the services provided by their program