Ministry Of Education

NAJRAN UNIVERSITY

Faculty Of Dentistry



NO :

Date: /

Attac:

Annual Plan of the Development and Quality Unit, Faculty of Dentistry

Unit activities	Implementation Officer	12	1	2	3	4	5	6	7	8	9
Spread the culture of quality in college	Supervisor of the 3 rd										
	Standard										
Review the Course reports	Supervisor of the 4 th										
	Standard										
Review of Program specification	Supervisor of the 4 th	The program specification is reviewed e					ed ev	<i>r</i> ery			
	Standard	5yea	5years 5								
Follow-up to the Program report	Supervisor of the 3 rd										
	Standard										
Review the plan to improve and develop courses	Medical education										
	committee										<u> </u>
Follow up updating CVs of faculty members	Supervisor of the 4 th										
	Standard										<u> </u>
Follow-up evaluation of the performance of faculty members	Supervisor of the 4 th										
	Standard										
Follow up the activation and updating of the website of the College and the data	Supervisor of the 4 th										
published in it	Standard										
Providing technical support to the scientific departments and quality departments in	Supervisor of										
the faculty	development & Quality										
	unite										
Preparation of the self-evaluation of the college	Supervisor of the 3 rd										
	Standard										
Follow up the work of the complaints and proposals committee	Supervisor of the 8 th										
	Standard										

Ministry Of Education

NAJRAN UNIVERSITY

Faculty Of Dentistry



NO :

Date: /

Attac:

Follow-up questionnaires of students on the performance of faculty members of the	Measurement and					
faculty	evaluation unit					
Review the databases of the college administrations	College Coordinator					
Prepare an annual report on college performance and improvement plan	Supervisor of the 4 th					
	Standard					
Follow up the security, health and safety procedures at the college	Supervisor of the 7 th					
	Standard					
Follow-up reports of student activities	student activities unit					
Follow-up reports of academic guidance in the college	academic advisor unite					
Follow-up of opinion polls on students' satisfaction with using the library	Supervisor of the 6 th					
	Standard					
Follow up the research activities of faculty members	Supervisor of the 10 th					
	Standard					
Follow up the reports of the graduates unit at the college	Graduates & Interns					
	unite					
Follow-up on the achievement of standards practices	Responsible of all					
	standards					

Supervisor of Dev.& Quality Unit Dr. Abdel Naser Emam

15/2

Dean, Faculty of Dentistry
Dr. Saced All M Alsareii