

Departmental Activities Process

Process Definition



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1. SUMMERY

- 1.1. This document defines the Departmental Activities process in details.
- 1.2. The relationship between this process and the other processes within the Tishk International University management system is illustrated in the process flow map included in the [Quality Manual Doc IU.QM].

2. REVISION AND APPROVAL

This procedure is prepared, reviewed and approved as follows.

Prepared by	Reviewed by	Approved by
Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi Salih

#	Date of Issuance	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	01/11/2017	0	3 years	Original Release	Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi Salih

3. PROCESS DEFINITION

- 3.1. The purpose of this process is to plan, perform, report and evaluate departmental activities such as (but not limited to): Workshop ,Academic Trip ,Seminar , Scientific Project , Community - University partnership projects, Joint Project, Students Debate ,Exhibition ,Academic Competition , International Conference, National Conference, Professional Course, Social Trip, Social Activity, and others .

4. PROCESS OBJECTIVES AND METRICS

- 4.1. Process objectives for this process are defined in the "Quality Objectives of Tishk International University" document.

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- 4.2. In addition, each objective has at least one metric (or KPI) with which management can measure the effectiveness of the process. These are also defined in the “Quality Objectives of Tishk International University” document.
- 4.3. The targets of each objective are determined in October of every academic year.
- 4.4. The achievement of the quality objectives are discussed in the Management Review Meeting.

Quality Objective	Key Performance Criteria (KPI)	Other process contributes to the final target
A4-Inviting experts to departments for interaction with students/faculty	Number of industrial experts visited the university	None
A5-Industrial and market visits.	Number of Industrial and market visits(scientific trips)	None
G4-Increasing the Number of social projects conducted.	Number of social projects conducted	Deanery of Students Process
G5-Increasing the Number of students academic events conducted in a year.	Number of students events conducted in a year	None
I4-Increasing the Number of conferences conducted.	Number of conferences conducted.	None
Fulfilling NUR System requirements regarding the Chapters related to the Activities : (NUR 2.8 a), (NUR 2.8 b), (NUR 6.3), (NUR 3.5 a), (NUR 2.9), (NUR 2.8 c), (NUR 1.5).	% of fulfillment	Deanery of Students Process

5. PROCESS OWNERS AND RESPONSIBLE PARTIES

- 5.1. The owner of this process is the **Heads of Departments**.
- 5.2. All Department Staff will ensure proper fulfillment of the requirements of this process.
- 5.3. The **Vice-President for Academic Affairs** will ensure proper resources are provided for this process.

6. TYPICAL PROCESS INPUTS AND RESOURCES

- 6.1. Technical Information Needed:
- Targets of Quality Objectives.

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- Targets of NUR System Plan.
- Strategic Plan.

6.2. Resources/Facilities and Techniques needed:

- Budget for supporting the activities (especially for projects and International Conferences).
- Facilities required for conducting the activities (according to the type of the activity).

6.3. Resources/Personnel needed:

- Department Staff.
- Students.

6.4. Special training needed

- None.

7. SUP-PROCESSES WITHIN THIS PROCESS:

- Planning for the Activates of the Academic Year.
- Proposing a Departmental Activity.
- Holding a Departmental Activity.
- Reporting the Departmental Activity.
- Evaluating the Departmental Activities.

8. TYPICAL PROCESS OUTPUTS

8.1. Service produced:

- Departmental Activities planned and conducted.
- Department Staff Skills improved.
- Student's skills improved.
- Targets of (NUR , Quality Objectives and Strategic Plan) reached.

8.2. Documents produces :

- None.

8.3. Records produced:

- Departmental Activities List (IU.FA.FR.201)
- Departmental Yearly Activity Plan (IU.FA.SC.008).
- Workshop proposal (IU.FA.FR.076)
- Community- University Partnership Project Proposal (IU.FA.FR.211)
- Research Project Proposal (IU.GS.FR.020)
- Social Project Proposal(IU.DS.FR.020)
- Exhibition Proposal. (IU.FA.FR.090)
- Attendance Paper (IU.FA.FR.021)
- Activity Feedback Form (IU.QM.FR.341)

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- Appreciation Certificate (IU.HR.FR.015)
- Appreciation Letter (IU.HR.FR.017)
- Seminar report (IU.FA.FR.034).
- Workshop report (IU.FA.FR.076).
- Scientific trip report (IU.FA.FR.079).
- Exhibition report (IU.FA.FR.092).
- Conference report (IU.FA.FR.078).
- Activity report (IU.DS.FR.003).
- Social activity report (IU.DS.FR.030).
- Total Activities of the Academic Year (IU.QM.FR.344).

9. RELATED RISKS AND OPPORTUNITIES

Risk	Likelihood	Severity	Assessment Method	Mitigation
Some Planned Departmental Activities couldn't be done	Somewhat likely to occur	Moderate	Evaluating the achievement of the Annual Departmental Activities Plan	Preparing pre-final report about the departmental activities to rectify the shortage
Some Planned Departmental Activities aren't able to be done	Unlikely to occur	Moderate	None	Reviewing the prepared Departmental Activities Plan by the Dean of the Faculty before submitting to the Vic-President (according to the available resources)
Unsuccessful departmental activity	Somewhat likely to occur	Minor	Analyzing the feedback records	Holding "Lesson Learned Meeting" after each important activity and reporting it.

10. STEPS

10.1 For sub-process: Planning for the Activates of the Academic Year.

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1. The Head of Department discuss the possible Activities the department can hold during the new academic year with the members of Department Board (taking into consideration the targets of Quality Objectives and NUR plan)
2. The head of Department lists the planned activities within the Departmental Activities List (IU.FA.FR.201) and then submit it to the Dean of the Faculty.
3. The Dean of the Faculty reviews the submitted lists. Then submit it to Vice-President for Academic Affairs.
4. Vice-President for Academic Affairs reviews the lists and return back to department in case of having mistaken. If the list is ok, he approves it and stamps it and keeps a copy in his office and send another copy to the departments.
5. The Head of Department insert the activities into the Departmental Yearly Activity Plan (IU.FA.SC.008).

10.2 For sub-process: Proposing a Departmental Activity.

1. For most of the activities, an effective proposal is required to be submitted at least 3 days prior to the activity.
2. “Staff in Charge” shall submit the proposal to the Head of Department for his/her approval by filling proposal forms which are:
 - Workshop proposal (IU.FA.FR.076)
 - Community- University Partnership Project Proposal (IU.FA.FR.211)
 - Research Project Proposal (IU.GS.FR.020)
 - Social Project Proposal(IU.DS.FR.020)
 - Exhibition Proposal. (IU.FA.FR.090)
3. For the Workshops and the Exhibitions, the approval of the dean is required only. But for the projects, both the approval of the dean and the university council are required.

10.3 For sub-process: Holding a Departmental Activity.

1. When holding any activity, it is recommended to collect the participants’ signatures by using Attendance Paper (IU.FA.FR.021). In most of the departments, Research Assistants are responsible for this step.
2. 10 minutes before the end of the activity, and Activity Feedback Form (IU.QM.FR.341) is distributed to the attendees and are collected at the end of the activity.
3. In most of the activities, it is recommended to prepare Appreciation Certificate (IU.HR.FR.015) /Appreciation Letter (IU.HR.FR.017) for both the organizers and the participants.

10.4 For sub-process: Reporting the Departmental Activity.

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1. After holding the activity, “Staff in Charge” shall report the activity by filling the following forms:
 - Seminar report (IU.FA.FR.034).
 - Workshop report (IU.FA.FR.076).
 - Scientific trip report (IU.FA.FR.079).
 - Exhibition report (IU.FA.FR.092).
 - Conference report (IU.FA.FR.078).
 - Activity report (IU.DS.FR.003).
 - Social activity report (IU.DS.FR.030).

2. “Staff in Charge” submits the report to the Head of department who maintain this report for auditing requirements.

10.5 For sub-process: Evaluating the Departmental Activities.

1. At the end of the academic year, Vice presidents call for Final Activity Report by all the academic departments.
2. Head of Department prepares the Final Activity Report provided with e-links of the Activities Pieces of news posted in the University Webpage.
3. Vice President collects the makes a report about these activities by filling Total Activities of the Academic Year (IU.QM.FR.344).
4. The report then is discussed in the University Council Meeting.