Self-Assessment Report

2023-2024

University ofBasra

Faculty of Fine Arts

Department of Audiovisual Arts

Report Date: From 15/12/2023 To 10/2/2024

College Website:

https://bfac.uobasrah.edu.iq

Based on the administrative order No. 7/18/430 on 31/1/430, a committee was formed to prepare the self–report in the Department of Audiovisual Arts in accordance with the ministerial and university instructions of the teachers listed below:

Members of the Committee for the preparation of self–evaluation in the Department of Audiovisual Arts

t	Name	Current position	Adjective
1	Dr. Ayman Kazem Maghames	Head of Department	Chairman
2	Dr. Qusai Abdel Abbas Radi	Teaching	Member
3	Eng. Bahaa Abdulmohsen Hassan	Teaching	Member
4	Eng. Haitham Zaki Abdulqader	Department Rapporteur	Member
5	Eng. Essam Jaafar Azab	Teaching	Member

Vision of the College of Fine Arts – University of Basra:

- Upgrading the quality of the college to international standards and commensurate with the classifications of total quality.
- Keeping abreast of developments in reputable universities to develop curricula and the educational process.
- Developing teaching staff professionally and technically in line with scientific and technological development.
- Establishing a solid scientific and technical base that is open to global data.

Mission of the College of Fine Arts – University of Basra:

- Preparing graduates specialized in the field of fine arts.

- Providing artistic institutions with specialized and effective cadres in the artistic community.
- Upgrading the artistic and aesthetic taste as a civilized phenomenon.

Objectives of the College of Fine Arts – University of Basra:

●Promoting the artistic movement and scientific research to the highest levels and within the requirements of development plans.
●Contribute to the creation of a general environment for artistic culture in line with social values within the framework of society.
●Preparing technical staff specialized in the field of film directing and photography.
●Creating a balanced and integrated personality for the student (intellectually and behaviorally), developing various activities, and spreading the spirit of creativity and renewal.

Vision of the Department of Audiovisual Arts:

Excellence in providing scientific, research and community services, enabling students to meet the needs of the labor market, and providing institutions with technical energies.

Objectives of the Department of Audiovisual Arts:

Qualifying specialized technical cadres from the initial study capable of spreading artistic and cultural awareness in the social environme of Basra Governorate.

Mission of the Department of Audiovisual Arts:

●Consolidating the concept of scientific research in the field of audiovisual arts.

●Preparing technical cadres specialized in the field of audio and visual directly related to society and its contemporary issues.

●Contribute to the development of society by building bridges with its members through the establishment of festivals and film screenings.

●Follow up on the affairs of graduates and enable them to obtain job opportunities by constantly communicating with them through the establishment of seminars, courses and specialized workshops to develop their theoretical and practical abilities.

●Paying attention to academically outstanding students and helping them to complete their postgraduate studies in Iraqi universities and supporting them in their field of specialization (directing).

●Work on building social cohesion through visits made by the department's staff to its students from the eye of cinema educationally and socially.

General Objectives: The Department of Audiovisual Arts aims to:

1−Enriching the Iraqi cultural and artistic scene with student seasons and film festivals produced by professors and students of the Department of Audiovisual Arts.

2−Openness to government institutions and service departments that are concerned with societal impact and impact through a series of seminars and technical and guidance workshops that serve community groups.

3−Working on cultural and artistic exchange between the Department of Audiovisual Arts and its corresponding departments in international and Arab universities and institutes through scientific and artistic exchange by holding conferences, workshops, joint festivals and seminars that will develop the teaching staff in the department.

4- Building specialized cadres in the field of television, radio, cinema and photography in Iraq and southern Iraq, and activating the role of audio−visual media in the city of Basra and southern Iraq.

5−Activating the role of audiovisual media and film and television production in the city of Basra and southern Iraq.

Special Objectives: The Department of Audiovisual Arts aims to:

1−Building specialized cadres in the field of television, radio, cinema and photography.

2−Working on qualitative and scientific steps to produce student projects that participate in local and international forums and festivals.

3- Keeping pace with scientific achievements in the world, such as the three−dimensional exhibition hall and the television studio.

Teaching staff in the Department of Audiovisual Arts:

Number of Teaching Staff in the Department of Audiovisual Arts	(10) Teaching

cientific titles in the Department of Dramatic Arts: Professor	There isn't any
cientific titles in the Department of Dramatic Arts: Assistant Professor	There isn't any
cientific titles in the Department of Dramatic Arts: Lecturer	(5) Teaching
cientific titles in the Department of Dramatic Arts: Assistant Lecturer	(5) Teaching

t	Teaching Name	Current position, if any, 2023-2024	Observations
1	Dr. Ayman Kazem Maghames	Head of Department	
2	Dr. Qusai Abdel Abbas Radi	Teaching	
3	Dr. Sarmad Yassin Mahmoud	Teaching	
4	Dr. Alaa Hatem Mohsen	Teaching	
5	Dr. Wasfi Faleh Obaid	Chairman of the Scientific Committee in the Department	
6	Eng. Bahaa Abdulmohsen Hassan	Teaching	
7	Eng. Essam Jaafar Azab	Production Office Manager	
8	Eng. Bader Shawky Badran	Liaison Member of the Educational Counseling Committee	
9	Eng. Haitham Zaki Abdulqader	Department Rapporteur	
10	M.M Thuraya Prism Cream	Teaching	

Preparation of students of the initial study (actual) - morning for the academic year 2023-2024

Class	Section	Number of students		Total
		males	females	
First	Directing	10	26	36
Second	Directing	11	21	32
Third	Directing	14	17	31
Fourth	Directing	10	28	28
Total	I	45	92	127

: ratio of students to number of teachers = 127/10 = 12.7% students per

Teacher It is an acceptable percentage according to scientific contexts.

Practical reality: Students are distributed among the classrooms ranging from

(20) students to (25) students, meaning that there is (compatibility) in the number of students with classrooms

(theoretical - practical)

Classrooms in the Department of Audiovisual Arts

Number of theoretical halls/postgraduate studies	There is no graduate studies
Number of theoretical halls / preliminary studies (morning / evening) and for the directing branch	(5) Classroom
Number of practical halls / preliminary studies (morning / evening) and for the two branches of output	(2) Classroom
Graduate Discussion Room	There isn't any
Voice Lab	(1) Laboratory
Montage Lab	(1) Laboratory
Photography Lab	(1) Laboratory
Radio Lab	(1) Laboratory
Observation and Analysis Laboratory	(1) Laboratory
Sound Studio	(1) Studio
Film Studio	(1) Workshop

Curricula approved in the Department of Dramatic Arts for the preliminary study – morning and evening / directing branch for the academic year 2023−2024

Stage	Section	Material	Number of Hours		Number of study units
			theoretical	practical	
First stage	Directing Branch	Arabic Language	2	0	2
	Directing Branch	English language	2	0	2
	Directing Branch	Human Rights and Democracy	2	0	2
	Directing Branch	Research Origins	2	0	2
	Directing Branch	Principles of Drama	2	0	2
	Directing Branch	Cinematic tasting	2	0	2
	Directing Branch	computer	1	2	2
	Directing Branch	Acting and delivering	1	2	2
	Directing Branch	photography	1	2	2
Total			**15**	**6**	**18**
econd stage	Directing Branch	Narrative Science	2	0	2
	Directing Branch	English language	2	0	2
	Directing Branch	Directing the documentary	1	2	2
	Directing Branch	Musical tasting	1	2	2
	Directing Branch	computer	1	2	2
	Directing Branch	Principles of photography	1	2	2
	Directing Branch	Directing for cinema	1	2	2
	Directing Branch	Principles of output	1	2	2
	Directing Branch	Montage theories	1	2	2
	Directing Branch	makeup	0	2	1
Total			**11**	**16**	**19**
Third stage	Directing Branch	Production Management	2	0	2
	Directing Branch	History of cinema	2	0	2

Directing Branch	Art criticism	2	0	2
Directing Branch	Sound Drama	2	0	2
Directing Branch	English language	2	0	2
Directing Branch	Aesthetics	2	0	2
Directing Branch	Screenwriting techniques	1	2	2
Directing Branch	Technical operations	1	2	2
Directing Branch	Composition of my images	1	2	2
Directing Branch	Montage Techniques	1	2	2
Directing Branch	Directing for cinema	2	2	3
Total		18	10	23
Directing Branch	Film theories	2	0	2
Directing Branch	Personality psychology	2	0	2
Directing Branch	Graduation Research	2	0	2
Directing Branch	English language	2	0	2
Directing Branch	Cartoon	1	2	2
Directing Branch	Aesthetics of directing for film and television	1	2	2
Directing Branch	Aesthetics of photography	1	2	2
Directing Branch	Aesthetics of montage	1	2	2
Directing Branch	Output Applications	1	4	3
	Project	0	6	3
Total		13	18	**22**

(The left column labels: rows grouped as "Fourth stage")

Application of SWAT analysis in the self-assessment program

Self-assessment criteria

The first criterion: the strategy of the **educational institution**

t	Pointer As	Fully applied and fully documented 6	Fully applied and partially documented 5	Fully applied and undocumented 4	Partially applied and fully documented 3	Partially applied and partially documented 2	Partially applied and undocumented 1	Not ap and undocun 0
1	The mission of the college and the mission of the university reflect the mission of the department.		√					
2	Accuracy of wording and clarity of the department's objectives.	√						
3	The strategic goals and objectives of					√		

	the department help to achieve quality compared to its counterparts at the level of other colleges of fine arts.						
4	The link between the plans of the evaluation programs in the department's strategy and the goals and objectives of the college strategy.				√		
5	The department's policy and plans contribute to improving the competitive position with the departments in the corresponding art colleges.				√		
6	Methodology of preparing for strategic planning in the Department of Audiovisual Arts.		√				
7	Compatibility and harmony between the					√	

							√	
8	Means of awareness and information.						√	
9	Means and tools of review and evaluation.						√	

First row shown above (components of strategic planning) is the continuation of the preceding paragraph.

The mechanism of calculating the first criterion

Paragraphs Conformance	Fully applied and fully documented	Fully applied and partially documented	Fully applied and undocumented	Partially applied and fully documented	Partially applied and partially documented	Partially applied and undocumented	Not applied and undocumented	Total
Weights	6	5	4	3	2	1	0	
Duplicate	1	2	0	2	4	0	0	
Total	6	10	0	6	8	0	0	30
Weighted arithmetic mean of the first criterion	30/9 = 3,333/6 = 0.555×100 = 55,555×0.07 = 3,888							

Second Criterion: Community Service

t	Pointer As	Fully applied and fully documented 6	Fully applied and partially documented 5	Fully applied and undocumented 4	Partially applied and fully documented 3	Partially applied and partially documented 2	Partially applied and undocumented 1	Not applied and undocumented 0
1	There is an annual plan to serve the community and develop the real environment that is built according to clear methods and means.	√						
2	The existence of awareness programs in the fields of arts and awareness to serve the community and develop				√			

		Fully applied and fully documented	Fully applied and partially documented	Fully applied and undocumented	Partially applied and fully documented	Partially applied and partially documented	Partially applied and undocumented	Not applied and undocumented
	the environment.							
3	Measure the level of interest to the beneficiary parties.							√
4	Determine the contributions of the teaching staff and students of the audiovisual arts departments in the faculties of arts through the programs provided by the department to serve the community.	√						
5	Identify consulting services through the consulting offices specified in the audiovisual arts departments of the faculties of arts							√

Mechanism for calculating the second criterion

Paragraphs / Conformance	Fully applied and fully documented	Fully applied and partially documented	Fully applied and undocumented	Partially applied and fully documented	Partially applied and partially documented	Partially applied and undocumented	Not applied and undocumented	Total
Weights	6	5	4	3	2	1	0	

Duplicate	2	0	0	1	0	0	2	
Total	12	0	0	3	0	0	0	15
Weighted arithmetic mean of the second criterion	15/5=3/6=0,5×100=50×0,07=3,5							

Third Criterion: Learning Policy and Curricula

t	Pointer As	Fully applied and fully documented 6	Fully applied and partially documented 5	Fully applied and undocumented 4	Partially applied and fully documented 3	Partially applied and partially documented 2	Partially applied and undocumented 1	Not applied and undocumented 0
1	First: – Learning and teaching policy: – Consistency of goals with the philosophy of society	√						
2	Alignment of objectives with knowledge developments			√				
3	Consistency of objectives with the characteristics of students.		√					
4	Realism and feasibility of goals						√	
5	Admission policies and procedures related to (bachelor) programs.	√						
6	Comprehensiveness, depth of knowledge and logical sequence of educational programs		√					
7	Diversity in the use of modern educational and technical teaching methods that are commensurate with the outputs of the targeted educational process.				√			

8	Adoption of modern evaluation methods.			√				
9	Encouraging art students to practice self−education by providing programs, environments and workshops for this.		√					
10	Second: Curricula, including: ❖ A− Preliminary studies: 1− Detailed plans for the courses specified within the educational programs to prepare and qualify students of audiovisual arts departments in the faculties of arts.	√						
11	Availability of methodological books, help books or external books for students.		√					
12	Means of quarterly and annual evaluation for students of the Department of Audiovisual Arts in the faculties of arts	√						
13	The examination system is: −Quarterly: −Yearly: √	√						
14	Tests and questionnaires related to the opinions of faculty members and students.						√	
15	Determine the grades obtained by the student in theoretical −	√						

#								
	practical – applied lessons within the technical scientific departments							
16	A system for training students of the Department of Audiovisual Arts in the faculties of arts on viewing and application							√
17	Determine the timing of theoretical – practical – applied lessons.	√						
18	Third: Education Outcomes: Presenting films characterized by innovation and artistic creativity.					√		
19	The student plays his artistic role in society and produces cinematic, narrative and cultural works aimed at building noble social values		√					
20	Combining theory and practice along with knowledge development in the implementation of technical projects of state institutions.			√				
21	Employ available resources and materials efficiently in the various fields of arts.							√
22	Possess the ability to criticize art, judge things, accept criticism of others about his artistic productions and							√

	benefit from them, while identifying the strengths and weaknesses of these judgments.						
23	Adapting informational, technological and communication means to the process of innovation and artistic creativity.					√	
24	Keeping abreast of scientific developments, absorbing and employing them in his artistic products or his professional field of work.				√		

Mechanism for calculating the third criterion

Paragraphs Conformance	Fully applied and fully documented	Fully applied and partially documented	Fully applied and undocumented	Partially applied and fully documented	Partially applied and partially documented	Partially applied and undocumented	Not applied and undocumented	Total
Weights	6	5	4	3	2	1	0	
Duplicate	8	5	5	2	2	2	4	
Total	48	25	20	6	4	2	0	105
Weighted arithmetic mean of the third criterion	105/28=3,75/6=0,625×100=62,5×0,15=9,375							

Fourth criterion: faculty members

t	Pointer As	Fully applied and fully documented 6	Fully applied and partially documented 5	Fully applied and undocumented 4	Partially applied and fully documented 3	Partially applied and partially documented 2	Partially applied and undocumented 1	Not applied and undocumented 0
1	First: Faculty Members: 1– Develop a clear vision for the needs of the Department of Audiovisual Arts from faculty members	√						

	based on its vision, mission and objectives approved by the College Council and approved by the University Council.						
2	The criteria are clearly defined by choosing a faculty member, for example (knowledge of the subject – effective teaching – the ability to contribute to the implementation of the college's mission.. and others).	√					
3	Determine the academic degrees obtained from accredited and recognized universities internationally, regionally and locally.	√					
4	Appointment procedures through an announcement of vacant grades in accordance with the	√					

	required specialization.							
5	A specialized professional and technical committee shall determine the selection of faculty members nominated to work in the Department of Audiovisual Arts							√
6	Planning training programs to develop the competencies of faculty members on developments in the field of science and art.		√					
7	Setting clear and accurate standards for evaluating the performance of faculty members in terms of (effective teaching – depth of knowledge in the field of specialization – the use of modern teaching methods – lesson time management –	√						

	the use of teaching techniques appropriate to the nature of the material − scientific research − authorship, publishing and translation − scientific, artistic and cultural awards − community service activities … and others).						
8	Determining the teaching hours for faculty members according to the scientific degrees and the nature of the scientific material (theoretical − scientific − applied) and according to the specialization and nature of the subject.	√					
9	Determining the ratio of faculty members to the number of students must be consistent with international		√				

#	Statement							
	averages and according to specialization.	√						
10	Matching the scientific specialization of the faculty member with the course he is teaching.	√						
11	The department develops a plan to deal with the deficit / surplus of faculty members within the disciplines of the faculties of arts.	√						
12	Second: Teaching Methods and Learning Resources: The Department of Audiovisual Arts in the College has its own vision in the level of information and knowledge required to be available in line with its goals, mission and future vision.	√						
13	The administration of the Department of		√			ترجمة		

#	Statement							
	Audiovisual Arts in the college ensures that the available educational media are related to its objectives and the educational content of its courses and arouse the senses of students in the scientific and artistic departments.							
14	The availability of scientific research that deals with the process of evaluating teaching methods, curricula and modern teaching techniques and the ability of faculty members to employ them according to specialized subjects in the educational and technical fields.						√	
15	Availability of technical workshops to meet the requirements and needs of	√						

#		Col1	Col2	Col3	Col4	Col5	Col6	Col7
	the educational process in the department with its knowledge and skill aspects.							
16	Availability of scientific and technical competencies to manage technical workshops.		√					
17	Availability of modern technologies suitable for teaching artistic and cultural subjects (computer – Internet – interactive whiteboard – Power Point … and others).		√					
18	Availability of ethical controls for the use of learning resources.	√						
19	Subscription to international electronic libraries.							√

Fourth criterion calculation mechanism

Paragraphs / Conformance	Fully applied and fully documented	Fully applied and partially documented	Fully applied and undocumented	Partially applied and fully documented	Partially applied and partially documented	Partially applied and undocumented	Not applied and undocumented	Total
Weights	6	5	4	3	2	1	0	
Duplicate	8	8	0	0	0	0	3	
Total	48	40	0	0	0	0	0	88
Weighted arithmetic mean of the	$88/19=2{,}631/6=0{,}771\times100=77{,}192\times0{,}10=7{,}719$							

fourth criterion	

Fifth Criterion: Scientific Research

t	Pointer As	Fully applied and fully documented	Fully applied and partially documented	Fully applied and undocumented	Partially applied and fully documented	Partially applied and partially documented	Partially applied and undocumented	Not applied and undocumented
		6	5	4	3	2	1	0
1	First: Scientific research: includes: An annual plan to follow up and evaluate scientific research.		√					
2	Identify research priorities and interests	√						
3	Cooperation with educational institutions and research centers inside and outside Iraq					√		
4	Provide financial, material and information support necessary for conducting research, writing and publishing books.							√
5	Research is characterized by novelty, innovation, objectivity, applied feasibility and scientific	√						

#								
	ethics… and others							
6	Policies, regulations, instructions and procedures related to the support and dissemination of scientific research.			√				
7	The extent to which the local community and the productive and service sectors benefit from research, technical, scientific and educational projects.					√		
8	The existence of a mechanism for investing scientific and technical research.							√
9	The number of research is commensurate with the number of faculty members, provided that the publication is in journals, conferences or seminars of Arab and international sobriety.	√						
10	Investing in master's and				√			

	doctoral research by publishing it in full in the form of books or abstracts in sober scientific journals and periodicals known locally, regionally and internationally.						
11	Activating and encouraging sabbatical leaves for research purposes internally and externally.						√
12	Encourage faculty members to conduct joint research with other researchers in art colleges or other institutions inside and outside Iraq.					√	
13	Second: Innovations and innovations: include: The existence of instructions and procedures related to the registration of patents or artistic and literary creativity and					√	

No	Item							
	the mechanisms of documenting them.							
14	Policies and procedures for pioneering projects or the implementation of technical works in other institutions.					√		
15	Supporting creative teachers and students who receive awards and certificates of creativity in their specializations.		√					
16	**Third: Delegations: include:** The existence of a declared and integrated plan to motivate teachers to complete their higher studies inside and outside the country, including full-time.							√
17	Transparency and fairness in the selection of teachers for dispatch according to the need of the department in the college		√					

	for their specializations							
18	Follow-up delegates outside the country to complete their specialized studies.				√			
19	Determine the instructions and procedures related to participation in activities and events internally and externally.				√			
20	The extent to which the objectives of these activities and events are consistent with the educational, research and scientific objectives of the faculty members and the objectives of the department in the college in general according to the technical disciplines.					√		
21	Activating the visits of teachers to Arab, regional and international universities to							√

	follow up on scientific, technological and technical development in the field of specialization.						
22	Determine the financial aspect related to delegations.						√

Fifth criterion calculation mechanism

Paragraphs Conformance	Fully applied and fully documented	Fully applied and partially documented	Fully applied and undocumented	Partially applied and fully documented	Partially applied and partially documented	Partially applied and undocumented	Not applied and undocumented
Weights	6	5	4	3	2	1	0
Duplicate	3	3	1	3	5	1	6
Total	18	15	4	9	10	1	0
Weighted arithmetic mean of the fifth criterion	57/22=2,590/6=0,431×100=43,181×0,24= 10,363						

Sixth Criterion: Governance and Management

t	Pointer As	Fully applied and fully documented 6	Fully applied and partially documented 5	Fully applied and undocumented 4	Partially applied and fully documented 3	Partially applied and partially documented 2	Parti applie undocur 1
1	First: − Governance: Issuing the regulations stipulated by the laws.	√					
2	Issuing the instructions stipulated in the regulations.	√					
3	The existence of announced policies in the work aspects of the audiovisual arts departments in the faculties of fine and applied arts.	√					
4	Second: − Infrastructure of Arts Colleges: The department should be in an environmentally friendly and accessible location.	√					
5	Availability of plans for an annual evaluation (maintenance) related to the department's property in the college.	√					
6	Availability of appropriate health facilities to prepare students with appropriate specifications.					√	
7	The existence of an illustrative map of the Department of Audiovisual Arts in the college and its other facilities.					√	

8	Availability of a place for sports activities.	√					
9	Availability of halls for plastic shows.	√					
10	Availability of halls for theatrical and musical performances.	√					
11	Availability of cinemas and television screenings.							
12	Availability of halls dedicated to training music arts.							
13	The presence of classrooms, laboratories and workshop halls.	√					
14	Availability of gardens and corridors in the corridors of the department in the college and a parking lot for teachers and administrators.	√					
15	The average area for each student should be between 40−50 m and includes all college facilities.		√				
16	Availability of offices for the head of the department, his assistants, teachers and officials of administrative units suitable for work.	√					

Mechanism for calculating the sixth criterion

Paragraphs Conformance	Fully applied and fully documented	Fully applied and partially documented	Fully applied and undocumented	Partially applied and fully documented	Partially applied and partially documented	Partially applied and undocumented	Not applied and undocumented	Total
Weights	6	5	4	3	2	1	0	
Duplicate	11	1	0	0	2	0	2	
Total	66	5	0	0	4	0	0	75
Weighted arithmetic mean of criterion VI	75/16=4,687/6=0,781×100=78,125×0,18=14,062							

Seventh criterion: financial and material resources

Pointer As	Fully applied and fully documented 6	Fully applied and partially documented 5	Fully applied and undocumented 4	Partially applied and fully documented 3	Partially applied and partially documented 2	Partially applied and undocumented 1	Not applied and undocumented 0
First: − Leadership and administrative organization: Issuing the regulations and instructions stipulated in the university law through the	√						

presence of (Head of Department – Department Rapporteur for Student Affairs and Registration).							
Provide efficient administrative staff to achieve the objectives of the institution, improve plans and deal with the problems of employees or students.	√						
Ensure that the organizational structure of the department has a degree of flexibility that allows changing priorities and reviewing policies and needs according to the requirements of the institution.		√					
Appointing scientific competencies as faculty members in the department with high cognitive and performance skills.		√					
The existence of announced policies in the scientific department and the administrative side of the work of the college.	√						
Compatibility of foundations, procedures and standards with university regulations and instructions.	√						

		√					
٧	Human and material resources are used with a high degree of effectiveness, efficiency and productivity.		√					
٨	Finding strategic plans for cooperation with Arab, regional and international art colleges by activating bilateral and collective agreements and harnessing them to serve the faculty, through the following: ❖ Hosting teachers (visiting professor). ❖ Τραινινγvisits to institutions concerned with the arts. ❖ Students' visits to the corresponding colleges.							√	
٩	Second: – Human, financial and technical resources: 1– Human Resources: A– Publicly and clearly determine the criteria, qualifications and procedures related to the selection of faculty members, staff and workers in line with the mission and objectives of the	√							

	College of Fine Arts.							
0	B– Determining the tasks and duties assigned to each		√					
1	employee according to his functional	√						
2	specialization and general	√						
3	qualifications so that the employee is placed in the	√						
4	appropriate place. C– Determine a form to evaluate the employee's		√					
5	performance periodically and regularly to identify the effectiveness of human resources.	√						
6	D– Determine the conditions required for the security and confidentiality of the personal records of employees in colleges.	√						

E– Preparing the required statistics on the number of employees, their qualifications, experience and CVs.

2– Technical Resources:

roviding services supporting the learning and teaching process so that technological resources are used to support educational

programs and intellectual, cultural and scientific activities. Providing opportunities for continuous professional development and holding workshops and high-quality teaching activities for employees in colleges in the field of effective investment of information technology, supervising its provision and maintaining the efficiency of its operation in line with its mission in light of the needs of teaching and education and the needs of the teaching staff, staff and students, which are determined in advance. Providing sufficient financial funds to cover the purchase of modern technical devices and equipment in line with the requirements of the educational						

	programs of the scientific departments in the colleges.							
7	oviding services supporting the learning and teaching process so that technological resources are used to support educational programs and intellectual, cultural and scientific activities.	√ √ √	√					
8								
9								
0	Providing continuous professional development opportunities and establishing high-quality workshops and teaching activities for employees in colleges in the field of effective investment of information technology, supervising its provision and maintaining the efficiency of its operation in line with its mission in light of the needs of teaching and education and the needs of the teaching staff, staff and students, which					√		

are determined in advance.

3- Financial Resources:

Identify competent staff to manage the financial resources unit to manage the task of implementing the college's financial plan.

Develop an annual strategic planning for the management of financial resources and annual spending requirements.

The department in the college provides regular and announced financial control mechanisms for all its activities and activities in order to take appropriate financial decisions.

The department invests in the college all its financial resources, including auxiliary activities, consulting office, art exhibitions, films and theatrical works in a sound manner in line with the college's vision and educational,

ترجمة