



جامعة الفلاح  
AL FALAH UNIVERSITY

## Quality Assurance Committee for Administrative Affairs

### Overview

The main role of this committee is to assist the QAIEC in its policy formulation work and implement these policies in their respective Department with the help of QA committee. The decisions made during the meetings are binding and concern the continuous enhancement of quality with respect to the services offered by AFU. All decisions are taken with the view of directing all processes towards quality betterment. The representatives from the different departments meet once a month for information briefings and the exchange of views for improvement.

### Responsibilities

1. Developing the Strategic Plan of AFU's Administrative Departments.
2. Coordinating the development of the action plan and the operational plan of the Administrative Departments to support the Strategic Plan.
3. Following up on the execution of the effective quality management processes across the different Administrative Departments.
4. Review of the AFU Administrative policies and procedures periodically through the feedback of all departments.
5. Overseeing the resource allocation and the budget planning within the administrative departments.

### Chairman

#### **Ms. Malathi Govind**

Assistant to the Director

*Quality Assurance and Institutional Effectiveness Center*

### Members

N	Name	Position
1	Mr. Ahmed Reza	Head, Human Resources Unit
2	Mr. Jehad Soudi	Finance Manager
3	Mr. Anees Harb	Head, Admissions & Registration Unit
4	Ms. Durra Atatreh	Media Office Supervisor
5	Mr. Sunil Nair	IT Lead
6	Mr. Emad Hamdy	Head, Library
7	Mr. Ahmad Daoud	Admin Supervisor

**Meeting Schedule: Twice per semester**